DOCUMENT RESUME

ED 389 309 IR 055 692

TITLE	Federal Public Library Programs in Alabama for FY 1996.
INSTITUTION	Alabama Public Library Service, Montgomery.
PUB DATE	[95]
NOTE	155p.; Printed on colored paper, therefore copies may not produce well.
PUB TYPE	Legal/Legislative/Regulatory Materials (090) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Evaluation Criteria; *Federal Programs; *Grants; *Library Services; Library Standards; Program Evaluation; *Public Libraries; Public Policy; *State Federal Aid; State Legislation
IDENTIFIERS	*Alabama; *Library Services and Construction Act

ABSTRACT

This document provides 11 extracts from Alabama state law and federal law concerning state implementation of federal public library programs under the Library Services and Construction Act (LSCA). These extracts are titled: (1) "Library Services and Construction Act (LSCA) State-Administered Program (34 CFR Part 770)"; (2) "Activities Allowable Under the State Plan"; (3) "Title I Small Library Development Grants"; (4) "Catalog of Title I Subgrant Opportunities"; (5) "Evaluation of Title I proposals"; (6) "Rules and Regulations for Title II"; (7) "Rules and Regulations for Title III"; (8) "Title III Subgrant Opportunities"; (9) "Professional Training Grants (LSCA)"; (10) "Bylaws of the State Advisory Council on Libraries"; and (11) "Rules and Regulations for Libraries Participating in the Net-lending Reimbursement Program." The law number is provided for each extract. Appended materials include a table of average material price, LSCA Notice of Intent forms and grant applications; instructions and applications forms for continuing education and professional training grants, and rules and regulations for supplemental state aid to public libraries. (MAS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

● Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED 389 309

FEDERAL PUBLIC LIBRARY PROGRAMS IN ALABAMA FOR FY1996

IR055692

Alabama Public Library Service
6030 Monticello Drive
Montgomery, Alabama 36130

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
V. Thatcher
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

ALABAMA PUBLIC LIBRARY SERVICE

Library Development

Chapter 520-2-1
Federal Public Library Programs

FY1996

TABLE OF CONTENTS

LAW NUMBER	TITLE	PAGE NUMBER
520-2-1-.01	Library Services and Construction Act (LSCA) State-Administered Program (34 CFR Part 770)	1
520-2-1-.02	Activities Allowable Under the State Plan	15
520-2-1-.03	Title I Small Library Development Grants	17
520-2-1-.04	Catalog of Title I Subgrant Opportunities	20
520-2-1-.05	Evaluation of Title I Proposals	31
520-2-1-.06	Rules and Regulations for Title II	37
520-2-1-.07	Rules and Regulations for Title III	48
520-2-1-.08	Title III Subgrant Opportunities	50
520-2-1-.09	Professional Training Grants (LSCA)	58
520-2-1-.10	Bylaws of the State Advisory Council on Libraries	63
520-2-1-.11	Rules and Regulations for Libraries Participating in the Net-lending Reimbursement Program	67

APPENDIX 70

Table of Average Material Prices

LSCA Notice of Intent Forms and Grant Application Forms for:

1. Title I Small Library Development Grants
2. Title I Catalog of Subgrant Opportunities, Title II Technology Grants, and Title III Grants
3. Title II Constructions Grants

Instructions and Application Form for Continuing Education Grant

Instructions and Application Form for Professional Training Grant

Rules and Regulations for Supplemental State Aid to Public Libraries

ALABAMA PUBLIC LIBRARY SERVICE

Library Development

Chapter 520-2-1
Federal Public Library Programs

FY1996

TABLE OF CONTENTS

520-2-1-.01 Library Services and Construction Act (LSCA) State-Administered Program (34 CFR Part 770)
520-2-1-.02 Activities Allowable Under the State Plan
520-2-1-.03 Title I Small Library Development Grants
520-2-1-.04 Catalog of Title I Subgrant Opportunities
520-2-1-.05 Evaluation of Title I Proposals
520-2-1-.06 Rules and Regulations for Title II
520-2-1-.07 Rules and Regulations for Title III
520-2-1-.08 Title III Subgrant Opportunities
520-2-1-.09 Professional Training Grants (LSCA)
520-2-1-.10 Bylaws of the State Advisory Council on Libraries
520-2-1-.11 Rules and Regulations for Libraries Participating in the Net-lending Reimbursement Program

520-2-1-.01 Library Services and Construction Act (LSCA) State-Administered Program (34 CFR Part 770)

(1) GENERAL:

(a) Purpose: Funds may be provided to assist States to:

1. Extend and improve public library services under Title I of the Act;

2. Construct and renovate public libraries and enhance their technology under Title II of the Act; and

3. Develop and strengthen interlibrary cooperation, resource sharing, and the preservation of library resources under Title III of the Act.

(b) Use of Funds Within the States: Insofar as consistent with the purposes of the Act, the determination of the best uses of the funds provided under the Act shall be reserved to the

States in accordance with the State long range plan. In Alabama, development of the long range plan and administration of the funds are the responsibilities of the Alabama Public Library Service (APLS), the official state agency charged with the extension and development of public library services.

(2) ACTIVITIES ALLOWABLE UNDER THE LSCA AMENDMENTS OF 1990:

(a) Title I (Public Library Services) grants assist projects designed to plan for, establish, extend, or improve public library services. These may include, but are not restricted to, the following:

1. Extending public library services to areas and populations that lack these services.

2. Improving public library services to ensure that these services are adequate to meet the needs of specific areas and populations.

3. Making public library services accessible to individuals who, because of a disadvantage, are unable to benefit from public library services regularly made available to the general public. These disadvantages include, but are not restricted to, distance, residence, handicap, age, literacy level, and limited English-speaking proficiency.

4. Establishing, expanding, and operating programs to improve State and local public library services for:

(i) The elderly;

(ii) The institutionalized;

(iii) The physically handicapped; and

(iv) The disadvantaged in urban and rural areas.

5. Adapting public library services to meet particular needs of individuals.

6. Assisting libraries to serve as community information and referral centers.

7. Assisting libraries in providing literacy programs for adults and school dropouts and in carrying out these literacy programs in cooperation with other agencies and organizations in a community.

8. Establishing and supporting model library literacy centers, coordinated by the State library administrative agency

with other interested State agencies and nonprofit organizations to reduce the number of functionally illiterate individuals and to help them reach full employment.

9. Assisting libraries in developing intergenerational library programs that will match older adult volunteers with libraries interested in developing after school literacy and reading skills programs for unsupervised children during after-school hours.

10. Assisting libraries in providing mobile library services and programs to licensed or certified child-care providers or child-care centers.

11. Assisting libraries in providing and displaying educational materials, and conducting community programs aimed at preventing and eliminating drug abuse, in cooperation with local education agencies, or other agencies or organizations.

12. Strengthening the capacity of the State library to meet the needs of the people of the State with regard to library services, facilities, and resources.

13. Supporting and expanding the services of major urban resource libraries that meet the demands of individual users and other libraries.

14. Assisting public libraries in making effective use of technology to improve library and information services.

15. Strengthening metropolitan libraries that serve as national or regional resource centers.

(b) Title II (Public Library Construction and Technology Enhancement) grants assist projects designed to carry out construction, remodeling and technology enhancement including the following:

1. Construction of new buildings.

2. Acquisition, expansion, remodeling, and alteration of existing buildings, including the purchase of historic buildings.

3. Purchase, lease, and installation of equipment for any building referred to in (1) or (2) above.

4. Technology enhancement, as defined in section 3(19) of the Act.

5. Any combination of activities referred to in paragraphs (1) through (4) including architect's fees and the cost of acquisition of land. As used in this section "equipment" includes the following:

(i) Information and building technologies.

(ii) Video and telecommunications equipment.

(iii) Machinery.

(iv) Utilities.

(v) Built-in equipment.

(vi) Enclosures or structures necessary to house the types of items listed in (i) through (v) above.

(vii) All other items necessary for the functioning of a particular facility to provide for public library services.

6. Remodeling to meet the standards of the Architectural Barriers Act of 1968.

7. Remodeling designed to ensure safe working environments and to conserve energy.

8. Remodeling or renovation to accommodate new technologies.

(c) Title III (Interlibrary Cooperation and Resource Sharing) grants assist projects designed to enable various types of libraries to share resources and materials. These types of projects include the following:

1. Planning for, and taking other steps leading to the development of, cooperative library networks.

2. Establishing, expanding, or operating local, regional, or interstate cooperative library networks.

3. Developing the technological capacity of libraries for interlibrary cooperation and resource sharing.

4. Development of a statewide resource sharing plan directed toward attaining compliance with all the criteria listed in section 304 of the Act

5. Developing and implementing a statewide preservation cooperation plan for systematically preserving endangered library and information resources. Such a plan is to be developed in consultation with such parties and agencies as:

(i) The State archives;

(ii) Historical societies;

(iii) Libraries;

(iv) Scholarly organizations; and

(v) Other interested parties.

6. The State library administrative agency may contract with other agencies or institutions for part or all of the preservation activities in a statewide preservation cooperation plan.

(3) ADMINISTRATION OF THE STATE PLAN:

(a) Policy Formulation, Planning, Evaluation: The following groups participate in policy formulation, planning, and/or evaluation of the use of Library Services and Construction Act funds:

1. Executive Board of the Alabama Public Library Service.

2. State Advisory Council on Libraries (LSCA Advisory Council).

3. U. S. Department of Education, Office of Educational Research and Improvement (OERI).

4. Alabama Public Library Service staff, individual librarians, trustees, users, and other library consumer organizations.

(b) Policy Review and Approval Process:

1. Notice of the intent to adopt or revise rules and regulations is announced to the library community through regular APLS communication channels, i.e. APLSauce, COTTONBOLL, press releases or administrative memorandums.

2. Draft rules and regulations are presented for formal review to the State Advisory Council on Libraries and to the APLS Executive Board.

3. Draft rules and regulations, including priorities for funding established by the APLS Executive Board, are submitted to the Administrative Procedures Division of State Government.

4. The Administrative Procedures Division announces the proposed rules changes in the Administrative Monthly. During

the 35-day period following publication of the announcement, the public may submit written comments about the proposed changes. In addition, oral and/or written comments may be made at a public hearing held during the 35-day period at a date specified in the announcement.

5. The Executive Board of the Alabama Public Library Service will provide final approval of rules and regulations.

(c) Policy Dissemination and Distribution Process:

1. Rules and regulations adopted by the Executive Board are published through regular APLS communication channels.

2. Copies of rules and regulations are furnished to the Chief Officers of State Library Agencies (COSLA) Clearinghouse and the Educational Resources Information Center (ERIC) for dissemination to the library profession.

3. Notice of the publication of rules and regulations is sent to media through regular APLS communication channels.

4. Copies of the long range program are distributed to all public libraries in Alabama and made available to others on request.

(d) Program Evaluation: Evaluation of the long range program is conducted and all activities funded through the Library Services and Construction Act are continuously monitored. The procedures for subgrant application and evaluation include the following:

1. Subgrant applicants are encouraged to send a representative to a workshop which will explain the details of the federal public library programs.

2. Proposals for subgrants from libraries and library organizations include an initial notice of intent that explains the project and documents eligibility. If the notice of intent is approved, a formal application is prepared, with the help of APLS staff if needed, and submitted. The proposals are reviewed by staff of the Alabama Public Library Service and evaluated by the LSCA Advisory Council based on established criteria. Advisory Council recommendations are sent to the APLS Executive Board, which makes the awards.

3. If needed, a one-day training workshop on project management will be provided to subgrant recipients by APLS staff.

4. An APLS consultant or other staff with program responsibilities is assigned as liaison person to each project funded through LSCA.

5. The liaison staff may conduct a formal on-site review of the project for evaluation purposes. The consultant's report indicates success or lack of success of the project in terms of progress made toward meeting the library needs stated in the original proposal. Copies of the consultants' reports are on file at the Alabama Public Library Service.

(e) Definitions:

1. Interlibrary cooperation means the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers.

2. Library materials means books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software, and materials designed specifically for the handicapped. Some subgrant categories may limit the types of library materials which may be purchased in that category.

3. Library service means the performance of all activities of a library relating to the collection and organization of library materials and to making the materials and information of a library available to the public.

4. Cooperative library network means an organization which is composed of at least one public library and one other type of library (school, academic, and special libraries and information centers) operating within a framework of written contracts for the purpose of interlibrary cooperation.

5. Public library means a library that serves free of charge all residents of a community, district, or region, and receives its financial support in whole or in part from public funds. Also, a public library is an agency which is overseen by a single legally established policy-making board of trustees; it may or may not have branch library agencies.

6. Public library system means an organization which is composed of legally established autonomous public libraries. A public library system is characterized by multiple policy-making library boards operating within a framework of written contracts. A public library organization operating in more than one county will be considered a library system.

7. Technology enhancement means the acquisition, installation, maintenance, or replacement, of substantial technological equipment (including library bibliographic automation equipment) necessary to provide access to information in electronic and other formats made possible by new information and communications technologies.

(f) Eligible Applicants: The following parties are eligible to apply for subgrants:

1. Public libraries and public library systems eligible to receive state aid may apply for subgrants under Titles I, II, and/or III of the Act, providing that they also meet any additional stipulations of the subgrant category for which the applicant is applying. Libraries that are members of a system may apply for LSCA funds provided that the proposed project is in keeping with the system plan for service and all state aid required documents of the applicant library are on file at APLS.

2. Cooperative library networks are eligible to apply for subgrants under Title III of the Act, providing that they meet subgrant stipulations. Cooperative library networks may also apply for subgrants under Title I of the Act if the purpose of the subgrant is to improve services for public library patrons and if all applicable subgrant stipulations are met.

3. The Alabama Departments of Corrections, Mental Health and Mental Retardation, and Youth Services may apply for subgrants under Title I of the Act to provide library services to institutionalized persons. The following conditions apply:

(i) Each department retains responsibility for provision of public library services within its institutions in accordance with the standards applicable to that institution and with the institution's mission, goals, and objectives.

(ii) There must be on file at APLS a current five year plan for the sound development of a library program within the institution.

(iii) Within the purposes of the Act, LSCA funds may be used to assist the departments in the improvement of institutional library services and for the establishment of such institutional library services where they do not exist. Planning for use of the funds should include APLS staff and representatives from the departments and institutions, and, where they exist, advisory groups with delineated responsibilities.

(iv) APLS will serve departments and their institutions through:

(I) Professional and technical assistance in planning and developing such services with other State and local library service programs,

(II) Provision of reference service, and

(III) Studies of service programs, collection of statistics, and other interpretative work as needed.

(v) Funds for personnel may be requested in institutional library grants with the following restrictions:

(I) The responsibilities of the person employed with LSCA funds will support program objectives and activities and will not have clerical duties as the primary obligation.

(II) LSCA funding shall be for a limited time, normally not to exceed two years, during which the institution shall make a commitment, if the program is successful, to maintain the position with institution funds.

(III) LSCA funds may be used to support the FTE (full time equivalent) of one person.

(IV) LSCA funds may not be used to supplant existing library positions supported by the institution.

4. The Alabama Institute for the Deaf and Blind (AIDB) may apply for subgrants under Title I of the Act to provide library services to the physically handicapped. The following conditions apply:

(i) AIDB retains responsibility for provision of library service within its institution in accordance with its own mission, goals, and objectives.

(ii) There must be on file at APLS a current five year plan for the sound development of a library program within the institution.

(iii) Within the purposes of the Act, LSCA funds may be used to assist in the improvement of library services to the physically handicapped at AIDB and for the establishment of such services as do not exist. Planning for use of the funds should include staff from the Regional Library for the Blind and Physically Handicapped at APLS, representatives from AIDB, and, where they exist, advisory groups with delineated responsibilities.

(iv) APLS will assist AIDB as needed through:

(I) Professional and technical assistance in planning and developing services,

(II) Provision of reference service, and

(III) Studies of service programs, collection of statistics, and other interpretative work.

(v) Funds for personnel may be requested in AIDB library grants with the following restrictions:

(I) The responsibilities of the person employed with LSCA funds will support program objectives and activities and will not have clerical duties as the primary obligation.

(II) LSCA funding shall be for a limited time, normally not to exceed two years, during which the institution shall make a commitment, if the program is successful, to maintain the position with institution funds.

(III) LSCA funds may be used to support the FTE (full time equivalent) of one person.

(IV) LSCA funds may not be used to supplant existing library positions supported by the institution.

(g) Special subgrant conditions for "high-risk" subgrantees (34 CFR 80.12)

1. A subgrantee may be considered "high-risk" if an awarding agency determines that a subgrantee:

(i) has a history of unsatisfactory performance, or

(ii) is not financially stable, or

(iii) has a management system which does not meet the management standards required by the awarding agency, or

(iv) has not conformed to terms and conditions of previous awards, or

(v) is otherwise not responsible; and, if the awarding agency determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.

2. Special conditions or restrictions may include:

(i) payment on a reimbursement basis;

(ii) withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;

(iii) requiring additional, more detailed financial reports;

(iv) additional project monitoring;

(v) requiring the subgrantee to obtain technical or management assistance; or

(vi) establishing additional prior approvals.

3. If an awarding agency decides to impose such conditions, the awarding official will notify the subgrantee as early as possible, in writing, of:

(i) the nature of the special conditions/restrictions;

(ii) the reason(s) for imposing them;

(iii) the corrective actions which must be taken before they will be removed and the time allowed for completing the corrective actions and

(iv) the method of requesting reconsideration of the conditions/restrictions imposed.

(h) Remedies for noncompliance (34 CFR 80.43)

1. If a subgrantee materially fails to comply with any term of an award, whether stated in a federal statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

(i) temporarily withhold cash payments pending correction of the deficiency by the subgrantee or more severe enforcement action by the awarding agency,

(ii) disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance,

(iii) wholly or partly suspend or terminate the current award for the subgrantee's program,

(iv) withhold further awards for the program, or

(v) take other remedies that may be legally available.

(4) GENERAL POLICY STATEMENTS - Title I

(a) In order to apply for a grant a public library or public library system shall be legally established and eligible for state aid.

(b) LSCA funds may not be used to replace locally supported programs or personnel.

(c) LSCA funds may not be used to replace equipment already owned or leased by an applicant except for bookmobiles and substantial equipment purchased under a Technology Enhancement subgrant under Catalog of Title I Subgrant Opportunities.

(d) A public library or a public library system is eligible to receive funding for a maximum of three NEW grants under the Title I program. There is no restriction on the number of applications that may be submitted.

(e) Projects should be related to the future capability of the local libraries to support the continuation of programs established with Federal assistance funds. Project approval may be dependent upon local ability and willingness to support the project, at least in part.

(f) Project applications requesting personnel will include job description(s) for new personnel.

(g) As part of an application, job descriptions, vita and social security numbers of existing personnel who will be working on the project must be attached.

(h) Project applications shall include letters of support from all cooperating agencies, organizations, and any libraries to be served by the project. Up to five representative letters of support from members of the community may be included.

(i) A professional (M.L.S.) library position paid in total or in part by federal funds shall receive at least the salary equivalent of a state merit system employee Librarian I position plus fringe benefits.

(j) If a project administrator leaves his or her position during the grant year, a new project administrator must be appointed. If a new project administrator is not appointed, funds will be withheld until one is named.

(k) The project administrator must be a salaried employee of the library or the director of the system where the library is a member

(l) All project funds (local cash match and federal grant monies) must be spent as stated on the application budget, unless prior approval is obtained from APLS.

(m) A subgrant project may cover one to three years. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified. Public libraries or public library systems that receive funding for a multi-year program shall not be required to submit applications for the remaining two years of funding. They shall submit a project evaluation report to the Alabama Public Library Service due on the first day of the last month of a one year contract. The project evaluation report shall include the evaluation criteria cited in the program description for the grant award. If APLS staff determine that the evaluation report is satisfactory, the contract will be renewed if funding is provided by the Executive Board. If APLS staff determine that the evaluation report is not satisfactory, the Director shall recommend that the Executive Board take one of the following actions:

1. To enter into a short-term contract to allow the administering library time to remedy the deficiencies. If APLS staff determine that the deficiencies are corrected, the Director will recommend that the Executive Board renew the contract. If APLS staff determine that the deficiencies are not corrected, the Director will recommend that the Executive Board not renew the contract.

2. To not renew the contract.

(n) Grant funds may not be used to pay salaries for regular library staff. Fringe benefits, if any, for contract personnel must be paid by the library.

(o) Where feasible, there should be an advisory group composed of client members and community agencies and organizations to give regular feedback on the project and assist in modifying project methodology as necessary.

(p) Books and materials in any appropriate format may be purchased to benefit patrons and staff.

(5) FISCAL POLICY STATEMENTS - Title I

(a) LSCA grant-assisted projects shall be financed by a combination of local and grant resources.

(b) LSCA projects shall not continue for more than three fiscal years; a second year award shall not exceed 50% of the first year award; and a third year award shall not exceed 25% of the first year award.

(c) Subgrantees shall submit monthly financial reports as part of the process for requesting reimbursement. These monthly financial reports shall address the project budget, disbursements and requests for payment. Review of the report will include comparison with the project plan and budget and previous reports. Approval, as appropriate, will be by the APLS LSCA coordinator.

(d) Subgrantees shall submit a written narrative quarterly report which shall show activities done to accomplish objectives. Submission shall facilitate processing of financial request.

(e) Periodic documented on-site inspections of non-construction projects in excess of $25,000 and all construction projects shall be performed.

(f) If LSCA subgrant totals are reduced by the APLS Executive Board, a subgrantee may also proportionately reduce any required local match.

(g) For any project which involves a new purchase or new contract for materials or equipment or personal services for an amount per unit of $5,000 or more, the applicant must submit specifications with the project application for review by APLS staff. If the project is funded, a request for bid must be issued for the purchase or contract. However, if equipment is available on a state bid list, the purchase may be made from that list.

(h) LSCA funds may be used to pay for room and board, up to a total of $60 per day per person, and to pay for total registration fees for grant staff to attend specific workshops, seminars, or other training sessions justifiable in terms of the grant activity; transportation costs related to these training sessions are a local responsibility.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
  Public Law 95-123, "LSCA Amendments of 1977 and 1990".
  Effective January 1, 1991.
  Effective December 17, 1992.
  Effective December 16, 1993.
  Effective December 15, 1994.

520-2-1-.02 ACTIVITIES ALLOWABLE UNDER THE STATE PLAN

(1) ACTIVITIES ALLOWABLE UNDER TITLE I:

(a) Statewide Activities Administered by APLS:

1. Continuing Education
2. Net-lending - Public Libraries
3. Professional Training Grants
4. Summer Reading Program
5. Collection Development
6. Regional Library for the Blind and Physically Handicapped
7. Strengthening the State Library Agency
8. Administration of the LSCA program

(b) Maintenance-of-Effort Projects:

1. Major Urban Resource Library Grants
2. Institutional Library Services Grants
3. Grants for Library Services to the Physically Handicapped

(c) Small Library Development Grants

(d) Competitive Subgrants (listed below in order by funding priority. See 520-2-1-.05(3)(c) for the impact of priorities on grant scoring.)

1. 1st priority: Collection Development. (Inadequate Library Service)
2. 2nd priority: Technology Enhancement/Public Library Resource-Sharing. (Inadequate Library Service)
3. 3rd priority: Extension/Outreach Services. (Areas Without Service or With Inadequate Library Service)
4. 4th priority: Services for the Disadvantaged.
5. 5th priority: Service to the Elderly.
6. 6th priority: Services for Handicapped Individuals.

7. 7th priority: Literacy.

8. 8th priority: Intergenerational Program.

9. 9th priority: Drug Abuse Education.

10. 10th priority: Community Information and Referral Centers.

11. 11th priority: Limited English-Speaking.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977 and 1990".
Effective January 1, 1991.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.03 Title I Small Library Development Grants (Inadequate Library Service)

(1) This section defines and provides criteria for a special subgrant program for which applications will be accepted.

(a) Program title: Small Library Development Grants (Inadequate Library Service)

1. **Definition:** Small library development grant applications will be accepted for the following two programs:

(i) Collection development grants shall be for books in any format, periodical backfiles in any format, and sound or video recordings in any area of a collection that is shown to be inadequate in meeting the needs of local patrons. A table of average material prices is included in the application instructions.

(ii) Technology enhancement grants shall be for the acquisition and/or installation of technological equipment and software necessary to provide or enhance patron access to information. Equipment may include, but is not limited to, telefacsimile machines, video equipment, personal computers, CD-ROM equipment, etc.

2. **Stipulations:**

(i) A public library shall have a population in its legal service area of 10,000 or less.

(ii) A public library applying under this program may also apply under other programs, with the exception that it may not apply under the collection development program or technology enhancement program in the Catalog of Title I Subgrant Opportunities if it applies under the corresponding small library development program.

(iii) Small library development grants are limited to a total of $3000. A library may apply for one small library collection development grant not to exceed $3,000, or one small library technology enhancement grant not to exceed $3,000, or both of the above not to exceed a combined amount of $3,000.

(iv) Small library collection development grants must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

(v) Small library technology grants must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to three federal dollars.

(vi) Matching local funds must be in hand when the contract is signed.

(vii) This stipulation applies only to the small library collection development program. One purpose of this stipulation is to increase local appropriations for library materials by requiring matching funds that are spent in addition to regular funds. For the fiscal year in which the grant contract begins, regular local government expenditures for library materials (which exclude the required matching amount) must be at least equal to the smaller of the following:

(I) Local government library materials expenditures for the previous fiscal year, excluding (a) special local government cash expenditures used as match in prior LSCA collection development grants and (b) gift funds.

(II) The average of the local government library materials expenditures for the three previous fiscal years, excluding (a) special local government cash expenditures used as match in prior LSCA collection development grants and (b) gift funds.

(viii)For the collection development program, project funds may be used for preprocessed items or processing packets if these are available from the vendor and billed with the item ordered.

(ix) For the collection development program, project funds may not be used to purchase current magazine or newspaper subscriptions.

(x) For the technology program, specifications for equipment must be submitted with the application as developed in consultation with APLS.

(xi) For the technology program, telefacsimile equipment must be compatible with APLS equipment for turn around polling.

(xii) For the technology grants, automated systems purchased must support either MARC cataloging or records with a field for an LCCN or an ISBN for future resource-sharing efforts.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and must also include a tally of equipment or items purchased. In addition, for collection

development grants only, the evaluation must include circulation or use statistics, and the measurement of progress toward meeting goals and achievement of library standards 27 and/or 28.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
  Public Law 95-123, "LSCA Amendments of 1977 and 1990".
  Effective January 1, 1991.
  Effective December 17, 1992.
  Effective December 16, 1993.
  Effective December 15, 1994.

520-2-1-.04 Catalog of Title I Subgrant Opportunities

(1) This section lists, defines, and provides criteria for subgrant programs for which applications will be accepted. They appear in priority order as described in Chapter 520-2-1-.02. Reference to specific standards is by number only. The complete text can be found in Standards for Public Library Service in Alabama.

(a) Program title: Collection Development (Inadequate Library Service). 1st priority.

1. **Definition:** Collection development grants shall be for books in any format, periodical backfiles in any format, and sound or video recordings in any area(s) of a collection that is/are shown to be inadequate in meeting the needs of local residents or for materials in areas designated by the Alabama Public Library Service. A table of average material prices is included in the application instructions. These grants shall be to aid Alabama public libraries in meeting public library standards 27, 28, 32 and 34, and these grants shall be to aid Alabama public library systems in meeting public library system standards 28, 30, 31, and 32.

2. **Stipulations:**

(i) A public library or public library system may apply for only one collection development grant in any year.

(ii) Collection development grants must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

(iii) Matching local funds must be in hand when the contract is signed.

(iv) One purpose of this stipulation is to increase local appropriations for library materials by requiring matching funds that are spent in addition to regular funds. Effective October 1, 1995, a library must have had materials expenditures funded with local government appropriations in the fiscal year prior to the grant award. For the fiscal year is which the grant contract begins, regular local government expenditures for library materials (which exclude the required matching amount) must be at least equal to the smaller of the following:

(I) Local government library materials expenditures for the previous fiscal year, excluding (a) special local government cash expenditures used as match in prior LSCA collection development grants and (b) gift funds.

(II) The average of the local government library materials expenditures for the three previous fiscal years, excluding (a) special local government cash expenditures used as match in prior LSCA collection development grants and (b) gift funds.

(v) A grant shall not exceed $10,000.

(vi) Public libraries shall have met standard 35, and public library systems shall have met standards 27 and 29.

(vii) Library materials purchased with collection development grant funds must be selected from standard selection tools such as Public Library Catalog or Booklist. Non-fiction areas must be defined by specific Dewey ranges and age ranges.

(viii)A system with one or more member libraries applying for collection development grants may apply for a collection development grant for its central reference collection or bookmobiles only. A system in which no member libraries apply for collection development grants may apply for a collection development grant for materials for the central reference collection, bookmobiles, or for materials which can then be distributed to member libraries.

(ix) The application must include a measurement of the need for the subject area(s) proposed, using the following evaluative measures: average age per title of each specific subject area, number of unfilled requests compared to requests in overall collection, rate of ILL requests in specific areas compared to all requests.

(x) All project funds (local cash match and federal grant monies) must be spent on materials in those subject areas defined in the project proposal. Funds may not be used to purchase equipment.

(xi) Project funds may be used for preprocessed items or processing packets if these are available from the vendor and billed with the item ordered.

(xii) Library materials in this category exclude current subscriptions to magazines or newspapers.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and must also include a tally of items purchased and circulation or use statistics. The evaluation criteria must quantify progress toward meeting goals and achievement of library standards 27 and/or 28.

(b) Program title: Technology Enhancement (Inadequate Library Service). 2nd priority.

1. **Definition:** Technology enhancement means the acquisition, installation, maintenance, or replacement, of substantial technological equipment (including library bibliographic automation equipment) necessary to provide access to information in electronic and other formats made possible by new information and communications technologies. Southeastern Library Network (SOLINET) memberships are ineligible in this category but may be proposed as Title III grants. Public libraries and systems are eligible to apply for technology enhancement grants as follows:

(i) Online circulation system and public access catalog grants:

(I) A public library system or public library is eligible for grants of up to three years to tie onto an existing online circulation system or to purchase a new online circulation system. If tying onto an existing system, the applicant must provide a letter from the administrator of the existing online circulation system authorizing the applicant to tie on. Automated systems purchased must support either MARC cataloging or records with a field for an LCCN or an ISBN for future resource-sharing efforts, or must comply with the Library of Congress National Library Service for the Blind and Physically Handicapped requirements for circulation systems.

(II) LSCA will fund (a) up to 75% of costs for terminals, lightpens, multiplexors, modems, training and access charges to tie onto an existing online system, or (b) up to 75% of costs to purchase a central processor and associated peripherals for an independent circulation system. LSCA funding of special circulation systems for service to the blind and physically handicapped shall not exceed $15,000.

(III) An online public access catalog (PAC) may be included in a new online circulation system grant or may be a one time only grant to add a PAC to an existing system. PAC grants are subject to the same 75% funding limitation as online circulation systems grants.

(IV)Subgrantees are responsible for installation, labor, telecommunications, supplies, maintenance and other service charges.

(ii) CD-ROM-based bibliographic systems for MARC records (current cataloging or retrospective conversion):

(I) A public library or public library system is eligible for a one-time start-up grant to purchase a CD-ROM-based cataloging system to allow the library or system to allow the library or system to create machine-readable current cataloging records.

(II) LSCA will fund the first year startup equipment, the first year software, and a data base subscription of up to three years paid for during the first year. The total LSCA amount requested cannot exceed 75% of the cost of the items listed in the previous sentence or, for systems, $5000 per participating system member library, whichever is less.

(III) Installation, maintenance, ongoing subscriptions, and supplies are local responsibilities.

(iii) CD-ROM-based information services.

(I) A public library or public library system is eligible for a one-time, first-year start-up grant to purchase equipment, software and/or data bases necessary to access CD-ROM information products. Public access catalogs are not eligible in this subcategory.

(II) The total LSCA amount requested cannot exceed 75% of the cost of the items listed in the previous paragraph or $5,000 per participating system member library, whichever is less.

(III) Installation, maintenance, ongoing subscription costs, and supplies are local responsibilities.

(iv) Equipment grants.

(I) A public library or public library system may apply for a one-time, one-year-only grant to purchase new equipment or replace substantial equipment necessary to support a program or a service.

(II) The total LSCA amount requested cannot exceed 75% of the cost of the equipment or $5,000 per participating system member library, whichever is less.

(III) This grant category is for equipment only. Installation, maintenance, software, supplies, travel, or any other additional costs associated with this purchase are local responsibilities.

2. **STIPULATIONS:**

(i) LSCA funds may not be used to hire additional staff to carry out the conversion.

(ii) The local library must add MARC records created for an LSCA project to the statewide data base, paying conversion costs, if any. The local library is also responsible for deleting records for any discarded items from the statewide data base.

(iii) A public library shall have weeded its collection within the last 2 years and met public library standard 26. A public library system shall have met system standards 27, 29, and 35.

(iv) Applications for any Technology Enhancement grant must include complete specifications.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community. Evaluation must include statistics documenting improved access (and may also include a description of products or services generated) and plans for project continuation with local support. A public library system may include evidence of progress toward meeting system standard 34.

(c) Program title: Extension/Outreach Services (Areas Without Service or With Inadequate Library Service). 3rd priority.

1. **Definition:** Extension or outreach projects are defined as programs which provide library materials and services at some site away from the central library building. Subgrants in this area shall aid public libraries to meet standards 24 and 32. Subgrants will aid public library systems to meet standards 6 and 25. These programs generally have one or more of the following functions:

(i) Projects to take library materials and services to jails, mental health facilities, juvenile homes, hospitals, residential daycare, and schools for the handicapped that are predominantly supported with local public funds; or projects to take library materials and services to people who cannot come to the library because they are homebound or in private institutions due to illness, age, or disability.

(ii) Projects to promote the library and use of its materials and services by making limited services available in high visibility areas. Promotional projects may include limited service deposit collections in high pedestrian traffic areas, along with the equipment necessary to operate them in a way compatible with the central library. Outreach promotions may also include sponsorship of traveling exhibits (including insurance if that is required by the exhibitor), traveling booktalks, authors' lectures, film series, programs on special topics such as careers, entering the workforce, etc., as long as these programs or exhibits have the potential of increasing awareness of, interest in, and use of library materials and services.

(iii) Projects to deliver library materials and services via bookmobiles.

(I) New projects may include books, materials, supplies and equipment up to the funding cap of $10,000 as well as bookmobiles up to the funding cap of $40,000.

(II) Where existing bookmobiles are to be replaced projects are limited to bookmobiles only, up to the funding cap of $40,000.

(III) Applications for bookmobiles must include complete specifications.

2. **Stipulations:**

(i) The funding cap is $10,000 for the first year for projects other than bookmobiles.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community. Evaluation may include description of the activities or products produced, the number of people involved, circulation or use statistics, evidence of local support to continue the project, and progress toward achievement of at least one of the standards listed in the definition of this program title.

(d) Program title: Services for Disadvantaged Persons. 4th priority.

1. **Definition:** Disadvantaged means persons whose socioeconomic or educational deprivation or whose cultural isolation from the general community may preclude them from benefiting from public library services to the same extent as the general community benefits from these services. Subgrants are given for projects that provide for the special informational needs of disadvantaged persons, and aid public libraries in meeting public library standards 49, 50, and 52.

2. **Stipulations:**

(i) Subgrants will not exceed $10,000.

(ii) Public libraries shall have met public library standard 45, and systems shall have met system standard 25.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community, and may include examples of products, description of activities, evidence of local support, statistics concerning participation, and progress toward achievement of at least one of the standards listed in the definition of this program title.

(e) Program title: Service to the Elderly. 5th priority.

1. **Definition:** Elderly are defined as persons over 60 years old, including those who are isolated in their homes or institutions due to physical infirmity. Subgrants in this category shall aid public libraries to meet public library standards 27, 28 and 49. Subgrants will aid public library systems to meet standards 23, 25, and 26.

2. **Stipulations:**

(i) The funding cap for these subgrants is $15,000 for the first year.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and may include examples of products produced, description of activities, evidence of local support, statistics concerning participation, and progress toward achievement of at least one of the standards listed in the definition of this program title.

(f) Program title: Services for Handicapped Individuals. 6th priority.

1. **Definition:** "Handicapped individual" means an individual who is physically or mentally impaired, visually impaired, or hearing impaired or otherwise impaired as defined by the Americans with Disabilities Act of 1990. A project in this category shall be for programs which will make regular library services more accessible to the handicapped individuals of the community. The programs will fall into one of three categories:

(i) Activities which can be mainstream in nature; i.e., story hours, book talks, etc.

(ii) Activities to include handicapped individuals; i.e., captioned films for the deaf, tactile art for the blind, adaptive equipment, audio description for the blind, handicrafts for the retarded, etc.

(iii) In-service training of library staff, e.g., sign language, brailling, recording, TDD training, etc.

2. **Stipulations:**

(i) The funding cap for these subgrants is $20,000.

(ii) Monies may be spent on materials, programming, or transportation for handicapped individuals.

(iii) Public libraries shall have met public library standard 47. Public library systems shall have met system standard 25.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and may include examples of products produced, description of activities, evidence of local support, statistics concerning participation and progress toward achievement of a standard.

(g) Program title: Literacy. 7th priority.

1. **Definition:** A literacy program is defined as a project designed to help totally or functionally illiterate adults improve their ability to read, write, or comprehend or to perform basic arithmetical computations. This subgrant is for programs in English designed primarily, though not exclusively, for people for whom English is the native language. Illiterate adults are unable to read, write, or comprehend the written language or to perform basic arithmetical computations. Functionally illiterate adults are adults whose minimal skills in reading, writing, comprehension, or in performing basic arithmetical computations prevent them from functioning in society without assistance from others. Library literacy programs are of three basic types:

(i) Libraries as primary providers of literacy services, with collaboration from other organizations.

(ii) Libraries as members of a literacy council or coalition which oversees provision of literacy services, contracting with coordinators or facilitators to provide tutor training workshops, match students to tutors, and oversee progress.

(iii) Libraries as providers of support services (space, materials, publicity, etc.) to literacy providers. Subgrants for provision of support services may include:

(I) collaboration between the library and organized literacy providers,

(II) selecting, acquiring, and organizing materials,

(III) providing facilities within the library for tutoring and program management, and

(IV) contributing to promotion of the programs.

2. **Stipulations:**

(i) Title I Literacy grants may not be used to supplement or continue LSCA Title VI Literacy grants or National Literacy Act grants.

(ii) Publicity, program evaluation materials, and information and referral services may be included.

(iii) Equipment may be leased or purchased only if it is appropriate to the program or teaching methodology used. This may include learning technologies such as computers, video and audio devices, and software to supplement printed materials, if these are components of the learning plan.

(iv) The funding cap for these subgrants is $10,000 for the first year.

3. **Evaluation:** Evaluation criteria shall reflect the impact of the project on the community and in addition may be based on the number of participants enrolling in the programs and their progress as measured by the appropriate diagnostic tools specified in the application, the number of materials acquired, the publicity, referral, etc., generated, the activities and goal achievement of the coordinators, or progress with relation to attaining at least one or more standards.

(h) Program title: Intergenerational Program. 8th priority.

1. **Definition:** Projects in this category are for intergenerational programs in which older adult volunteers participate in literacy and reading skills programs for unsupervised school children during afterschool hours.

2. **Stipulations:**

(i) The funding cap for these subgrants is $10,000 for the first year.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and may include a description of the activities and results, the number of volunteers, the number of volunteer man hours, the number of children served, circulation or use statistics, and evidence of local support to continue the project.

(i) Program title: Drug Abuse Education. 9th priority.

1. **Definition:** Funds in this priority are for the purpose of assisting libraries, in cooperation with local education agencies or other agencies or organizations, in providing and displaying educational materials and conducting community-wide programs aimed at preventing and eliminating drug abuse. The projects shall aid public libraries in meeting public library standards 27, 28, 37, 49, 52, and 54; projects shall aid systems to meet system standards 16, 26, and 28.

2. **Stipulations:**

(i) The funding cap for these subgrants is $10,000 for the first year.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and may include description of the activities or products produced, the number of people served, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of at least one of the standards listed in the definition of this program title.

(j) Program title: Community Information and Referral Center. 10th priority.

1. **Definition:** A community information and referral center means a center that provides information and makes referrals to link people in need of services to appropriate resources. Under this category, subgrants will be aimed at developing community information and referral centers which provide information about and referral to community agencies, organizations, institutions, governmental units and other services. Projects shall aid Alabama public libraries in meeting public library standards 41-43, 45, 48, and 54. Projects shall aid public library systems in meeting public library system standards 10, 30, and 31.

2. **Stipulations:**

(i) The funding cap for these subgrants is $10,000.

3. **Evaluation:** The project evaluation will include the following:

(i) the effect of the program on the community using a statistical analysis of the number of referrals and project's usage,

(ii) review of the project with cooperating agencies or organizations,

(iii) assessment of the program in aiding the library or library system to meet at least one of the standards listed in the definition of this program title,

(iv) the impact of the project on the community.

(k) Program title: Limited English-Speaking Proficiency. 11th priority.

1. **Definition:** Persons with limited English-speaking proficiency are defined as persons who can speak or read or write in a language other than English but have little or no ability to speak or read or write in English. Limited English-speaking proficiency grants shall aid Alabama public libraries in meeting Alabama public library standards 49, 50, and 52.

2. **Stipulations:**

(i) The target audience must be clearly defined by size, location, language, and nationality. Where feasible, there should be evidence of cooperation with relevant community agencies and organizations that represent, serve, or work with the limited English-speaking.

(ii) Project staff shall be trained to be knowledgeable about, sensitive to, and respectful of the special needs of the targeted nationality(ies).

(iii) The funding cap for these subgrants is $10,000 for the first year.

3. **Evaluation:** Evaluation may include description of the activities or products produced, the number of people served, circulation or use statistics, evidence of local support to continue the project, or progress toward achievement of at least one of the standards listed in the definition of this program title. Evaluation shall reflect the impact of the project on the community.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1972".
History: Adopted by APLS Executive Board, December 6, 1988.
Effective January 1, 1989.
Effective January 1, 1990.
Effective January 1, 1991.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.05 Evaluation of Title I Proposals

(1) ASSESSMENT PROCESS

The proposals are reviewed and evaluated by the LSCA Advisory Council based on established criteria. Their recommendations are sent to the APLS Executive Board, which makes the final decision concerning awards, based on funds available. Should further funds become available, the Advisory Council may recommend that additional projects be funded in rank order according to their assessed priority and proposal merit score. The Advisory Council may recommend a cut-off score below which a grant proposal will not be recommended for funding regardless of the availability of money.

(2) GENERAL CRITERIA FOR ASSESSING PROPOSAL MERIT

To be awarded a subgrant, a project must demonstrate relevance to the Alabama Long Range Program for Library Development 1993-1997 and must conform to one or more of the following situations:

(a) Be planned for integration into the permanent service program.

(b) Produce results which shall be communicated to the library community.

(c) Meet one-time needs of major importance to the library community.

(d) Be a demonstration program with statewide results or implication.

(3) SPECIFIC CRITERIA FOR ASSESSING MERIT OF PROPOSALS FOR CATALOG OF TITLE I SUBGRANT OPPORTUNITIES

(a) Notice of Intent

All three criteria listed below determine a project's authorization and eligibility and must be met before an application can be reviewed. The Notice of Intent establishes the library's eligibility according to these criteria:

1. Is the project authorized by federal and state laws and regulations? Does it relate to the Alabama Long Range Program?
___ Yes ___ No

2. Has the project been approved by the library's governing body and appropriate municipal authorities?
___ Yes ___ No

3. Does the project meet the eligibility criteria?
___ Yes ___ No

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "NO," THE PROJECT WILL EITHER BE UNAUTHORIZED OR INELIGIBLE, AND APLS WILL INFORM THE APPLICANT OF THEIR OPTIONS. THE NOTICE OF INTENT MUST BE APPROVED BEFORE THE APPLICATION CAN PROCEED.

(b) Evaluation Criteria

Once authorization and eligibility have been determined applications are reviewed for the following criteria. For each criterion, applications are rated on a poor to excellent scale of 0 to 5. Further, each criterion has a weight, which is multiplied by the rating. The total review score can range from 0 to 150 points.

1. **Planning**
Is the project design sufficiently developed? Have those who will be affected by the project been involved in the planning? (Consider staff, patrons, and related organizations.)
0 1 2 3 4 5 x 5 = ____

2. **Need**
Is the need for the project clearly established? Is supporting documentation provided?
0 1 2 3 4 5 x 6 = ____

3. **Goals and Objectives**
Are goals clearly identified and directly related to the stated need? Are objectives measurable and appropriate to the goals?
0 1 2 3 4 5 x 4 = ____

4. **Local management capacity**
Are tasks/activities clearly described, sufficient to complete the project, and assigned to staff of the appropriate level and training? Is the timeline for the project realistic? Are other resources adequate and necessary to the project?
0 1 2 3 4 5 x 5 = ____

5. **Evaluation**
Are the evaluative criteria appropriate to the goals and objectives of the project? Is impact on the community a consideration in the evaluation? Will the methods of evaluation produce quantifiable data?
0 1 2 3 4 5 x 4 = ____

6. **Continued funding**
Will the project be continued with local funds when the grant period is ended? Is documentation of this provided?
0 1 2 3 4 5 x 2 = ____

7. **Budget**
Are the financial resources described adequate and appropriate to accomplish the project? Are the costs reasonable in relation to the objectives of the project?
0 1 2 3 4 5 x 2 = ____

8. **Overall application evaluation**
What is the overall quality of this project? Is the project clearly within the intent of federal and state guidelines for use of LSCA funds? Does the application present a clear and convincing case for funding of the project?
0 1 2 3 4 5 x 2 = ____

9. **Total review score** ________

(c) Scoring

The LSCA Advisory Council will derive their recommendations to the Executive Board as follows:

1. Unauthorized or ineligible proposals will not be scored or recommended for funding.

2. Priority points shall be assigned to proposals as follows:

1st priority: 50 points
2nd priority: 46 points
3rd priority: 42 points
4th priority: 38 points
5th priority: 34 points
6th priority: 30 points
7th priority: 26 points
8th priority: 22 points
9th priority: 18 points
10th priority: 14 points
11th priority: 10 points

3. Proposals will be ranked and recommended by total score (Total review score plus priority points. Maximum score is 200 points).

(4) SPECIFIC CRITERIA FOR ASSESSING MERIT OF PROPOSALS FOR SMALL LIBRARY DEVELOPMENT PROGRAM

(a) Notice of Intent

The criteria listed below determine a project's authorization and eligibility and must be met before an application can be reviewed. The Notice of Intent establishes the library's eligibility according to these criteria.

1. Has the project been approved by the library's governing body and appropriate municipal authorities?

__ Yes __ No

2. Does the project meet the eligibility criteria?

__ Yes __ No

IF THE ANSWER TO EITHER OF THE ABOVE QUESTIONS IS "NO," THE PROJECT WILL EITHER BE UNAUTHORIZED OR INELIGIBLE, AND APLS WILL INFORM THE APPLICANT OF THEIR OPTIONS. THE NOTICE OF INTENT MUST BE APPROVED BEFORE THE APPLICATION CAN PROCEED.

(b) Evaluation Criteria

Once authorization and eligibility have been determined, applications are reviewed for the following criteria. For each criterion, applications are rated on a poor to excellent scale of 0 to 5. Further, each criterion has a weight, which is multiplied by the rating. The total review score can range from 0 to 100 points.

1. Need
Is the need for this project clearly defined?
0 1 2 3 4 5 x 10 = ___

2. Use of funds
How effectively will the funds be used to meet the defined need?
0 1 2 3 4 5 x 10 = ___

3. Extra points for per capita income ___

4. Extra points for unemployment level ___

5. Total review score ___

(c) Scoring

The LSCA Advisory Council will derive their recommendations to the Executive Board as follows:

1. Unauthorized or ineligible proposals will not be scored or recommended for funding.

2. Additional points will be added based on the average per capita income of the population residing within the library's legal service area using the latest data available from the Bureau of the Census. The legal service areas of the libraries that apply will be listed by the average per capita income from lowest to highest. Points will be assigned to libraries serving lower average per capita income areas based on the following formula:

Libraries serving areas that fall in the 95th to 100th percentile on the list	15 points
Libraries serving areas that fall in the 85th to less than the 95th percentile on the list	10 points
Libraries serving areas that fall in the 75th to less than the 85th percentile on the list	5 points
Libraries serving areas that fall below the 75th percentile on the list	0 points

3. Additional points will be added based on the average unemployment level in the county or counties of which the legal service area of the library is a part. If the legal service area is a part of two or more counties, the average unemployment level of the counties taken together will be used. The counties will be ranked by unemployment level from the highest to the lowest. Points will be assigned to libraries serving in the higher unemployment counties based on the following formula:

Libraries serving areas that fall in the 95th to 100th percentile on the list	15 points
Libraries serving areas that fall in the 85th to less than the 95th percentile on the list	10 points
Libraries serving areas that fall in the 75th to less than the 85th percentile on the list	5 points
Libraries serving areas that fall below the 75th percentile on the list	0 points

4. The highest score a subgrant in this category can receive is 130 points (review score + additional points for per capita income + additional points for average unemployment level). Grants will be ranked by this combined score and recommended for funding in that order.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
  Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
  Adopted by APLS Executive Board, December 6, 1988
  Effective January 1, 1989; January 1, 1990; January 1, 1991;
December 17, 1992; December 16, 1993; and December 15, 1994.

520-2-1-.06 Rules and Regulations for Title II

(1) PRIORITIES FOR LSCA TITLE II listed in priority order

(a) Public library main facility

1. New stand-alone building construction excluding portable units

2. Addition to existing building

3. First-time renovation or alteration for use as a public library

4. Renovation of an existing building to meet requirements of the Americans With Disabilities Act

5. Library portion of multipurpose building

6. Remodeling to ensure a safe working environment

(b) Branch library

1. New stand-alone building construction excluding portable units

2. Addition to existing building

3. First-time renovation or alteration for use as a public library

4. Renovation of an existing building to meet requirements of the Americans With Disabilities Act

5. Library portion of multipurpose building

6. Remodeling to ensure a safe working environment

(c) Technology enhancement

(2) TITLE II APPLICANT ELIGIBILITY

All public libraries and public library systems qualifying for state library aid in Alabama are eligible to apply.

(3) PROCEDURE

(a) Preapplication must include a written Notice of Intent, a resolution from the funding body authorizing the application, and a resolution from the body that will hold title to the building (if different).

(b) Application must include the following:

1. Written Building Program

2. Site Description

3. Budget

4. Architectural & Construction Plans

(c) Applicants shall be invited to make oral presentations before the LSCA Advisory Council.

(4) CRITERIA FOR ASSESSING PROPOSAL MERIT

Applications will be evaluated using the following criteria:

(a) Adequacy of the proposed project to provide library service to meet the standards as defined in Standards for Public Library Service in Alabama, 1988.

(b) Support is documented to show that the library will have a sufficient operating budget and staff (upon completion of project) to provide service minimum number of hours as specified in Standards for Public Library Service in Alabama, 1988.

(c) Project budget demonstrates cost effectiveness of plan.

(d) A complete building program developed with input from the library board, staff and where applicable the system administration. The building program must be developed with assistance of a library building consultant with an MLS or an MLS librarian with experience in developing library building programs. The building program is more fully defined in the instructions distributed with the application but must include:

1. OVERVIEW AND INTRODUCTION to include a written description of the library building or project the architect is to design.

2. COMMUNITY ANALYSIS to include information on:

(i) Governmental Agencies which will influence the planning of the new facility

(ii) Location of the community and the proposed site

(iii) Demography, including an estimate and description of the population of the legally established service area to be served for the next twenty years.

3. SITE ANALYSIS to include:

(i) Site Availability

(ii) Site Financial Considerations

(iii) Site Description

4. INSTITUTIONAL ANALYSIS to include a description of the library and the library administration's plans to provide service for access to information of all kinds in all forms for the user community. Include:

(i) The library's written long range plan.

(ii) If the library is part of a system, include the system long range plan and a letter of support from the system.

(iii) In counties in which there is more than one legally established public library but no system, the building plan must include evidence of sound joint planning among these libraries for facilities, services and resources.

(iv) A current operating budget showing all income and disbursements by category as well as a projected budget for operating the library during the first year in the new building. The overall amount for operations in this new budget comprises the financial commitment of the local funding bodies.

5. FACILITY SPACE REQUIREMENTS, including a diagram of spatial relationships and a summary showing square footage, number of collections and seating requirements for each space.

(e) A complete automation plan developed with input from library board and staff and in consultation with APLS or with a reputable library consultant. The plan shall include an analysis of current need as well as projected needs resulting from expanded services, community growth, etc. The plan must include complete specifications for equipment to be purchased. The plan will also include estimates of conversion and operational cost and an analysis of the impact of such expenses on local library finance for staff, materials and ongoing operations. No contracts with vendors are to be signed until the contract with APLS is signed.

(5) GENERAL POLICY STATEMENTS FOR LSCA TITLE II

Requirements for library construction projects include the following:

(a) Grant funds will not be awarded to extend a project funded under the FY1983 "Jobs Bill" program, LSCA Title II, or 1986 Alabama Education Bond Issue.

(b) Grantees must comply with all federal, state, and local laws and regulations applicable to construction of public buildings with federal funds. Grantees must assure that all parties who will receive federal funds are also in compliance with federal regulations.

(c) Final architect's plans must be approved by APLS and the Alabama Building Commission.

(d) Projects whose applications are approved for funding must be let for bid no later than 120 days after APLS contract has been signed.

(e) Projects must be under contract no later than 90 days after bid opening.

(f) The building program must give assurance that the proposed facility is necessary to provide adequate service to an area unserved or underserved by its current facility.

(g) By the completion of the construction the library must be open the appropriate number of hours per week as specified in Alabama library standards.

(h) An architect must be engaged by the library and must be licensed by the State of Alabama to practice his or her profession in the State.

(i) The library must provide an insured title to the site of the proposed building or have a lease with a guarantee of library use of the facility for 20 years after the contract is signed but before the contract is bid.

(j) Purchase of existing building for conversion to library use will qualify for aid only where:

1. The existing building is of open construction so that a functional, flexible library area can be planned.

2. There is ample evidence that for service and economic reasons such a conversion is more feasible than would be the construction of a new building.

(k) The enlargement of an existing library building will qualify for aid only where:

1. The original building was designed in accordance with sound library building standards, and arrangements were made for its enlargement in the original plans; or

2. The finished building will meet Alabama library standards; and

3. An architect or other competent authority certifies that the existing library building is structurally sound and is suitable for such enlargement.

(l) The project administrator must be a salaried employee of the library or city or county receiving the funds or the director of a public library system where the library is a member.

(m) Grantees shall follow policies and procedures in the construction of public libraries that will promote the preservation of library and information resources to be used in the facilities.

(n) Grantees shall not discriminate on the basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.

(o) No construction contracts may be entered into until APLS and the Alabama Building Commission have approved the project and the contracts.

(p) Technology Enhancement grants are one one year only.

(q) Technology enhancement grants must be for a major capital outlay in excess of $75,000.

(6) FISCAL POLICY STATEMENTS FOR LSCA TITLE II

(a) An APLS contract for Title II funds must be signed and returned within 30 days after issuance.

(b) The library must match federal funds on a ratio of 50% local funds to 50% LSCA funds.

(c) All local matching funds must be a dollar-for-dollar cash match and verified in writing by the time an APLS contract is signed. In-kind services or gifts of land or buildings may not be used in lieu of cash match.

(d) In accordance with 34 CFR Section 770.45, unless released from the obligation by the Secretary of Education, a recipient or the recipient's successor shall repay to the the United States on request an amount specified in the section if, within 20 years of the completion of construction of the library facility (or part of the facility) for which the assistance was received, (1) the recipient or its successor ceases or fails to be a public or nonprofit institution, or (2) the facility ceases to be used as a library facility.

(7) Evaluation Criteria (Title II Construction)

(a) Once authorization and eligibility have been determined applications are reviewed for the following criteria. For each item, applications are rated on a poor to excellent scale of 0 to 5. Each criterion has a weight, which is multiplied by the rating. The total review score can range from 0 to 150 points.

1. Adequacy of the proposed project
   Will the project allow the library to meet service standards as defined in Standards for Public Library Service in Alabama, 1988?
   0 1 2 3 4 5 x 4 = ____

2. Support
   Has documentation been provided to assure that the library will have sufficient operating budget and staff to maintain minimum hours as specified in Standards?
   0 1 2 3 4 5 x 4 = ____

3. Cost effectiveness
   Does the plan demonstrate effective use of resources?
   0 1 2 3 4 5 x 3 = ____

4. Building program
   Is the program complete? Does it reflect a careful consideration of community analysis and demographic information in establishing appropriate service and work areas?
   0 1 2 3 4 5 x 5 = ____

5. Site
   Is the site appropriate to the building program, of adequate size and highly visible?
   0 1 2 3 4 5 x 3 = ____

6. Institutional analysis
   Does the project reflect goals as described in the library long range plan? How does the project relate to other libraries in the community, region and state?
   0 1 2 3 4 5 x 2 = ____

7. Funding
   Does the application provide documentation of local commitment of funds to assure completion of project?
   0 1 2 3 4 5 x 4 = ____

8. **Preliminary design**
Is the design efficient, open and accessible? Does the lay-out include all spaces defined in the building program and are they located in logical relationships?

0 1 2 3 4 5 x 3 = ____

9. **Overall application evaluation**
What is the overall quality of the project? Does the application present a clear and convincing case for funding of the project?

0 1 2 3 4 5 x 2 = ____

10. **Total review score** ________

(b) **Scoring**

The LSCA Advisory Council will derive their construction recommendations to the Executive Board as follows:

1. Proposals will be ranked and recommended by a total score derived by adding the total review score to the priority scores. Maximum score is 300 points.

2. The priority points shall be assigned to proposals as follows:

	Type of library	
1st priority:	Public library main facility	100 points
2nd priority:	Branch library	50 points

	Type of construction	
1st priority:	New stand-alone construction	50 points
2nd priority:	Addition to existing building	40 points
3rd priority:	First-time renovation	30 points
4th priority:	Renovation to meet ADA	20 points
5th priority:	Library portion of multipurpose building	10 points
6th priority:	Remodeling to ensure a safe working environment	0 points

(8) **Evaluation Criteria** (Title II Technology Enhancement)

Once authorization and eligibility have been determined applications are reviewed for the following criteria. For each criterion, applications are rated on a poor to excellent scale of 0 to 5. Further, each criterion has a weight, which is multiplied by the rating. The total review score can range from 0 to 150 points. Proposals will be ranked and recommended by the total review score.

1. **Planning**
Is the project design sufficiently developed? Have those who will be affected by the project been involved in the planning? (Consider staff, patrons, and related organizations.)
0 1 2 3 4 5 x 5 = ____

2. **Need**
Is the need for the project clearly established? Is supporting documentation provided?
0 1 2 3 4 5 x 6 = ____

3. **Goals and Objectives**
Are goals clearly identified and directly related to the stated need? Are objectives measurable and appropriate to the goals?
0 1 2 3 4 5 x 4 = ____

4. **Local management capacity**
Are tasks/activities clearly described, sufficient to complete the project, and assigned to staff of the appropriate level and training? Is the timeline for the project realistic? Are other resources adequate and necessary to the project?
0 1 2 3 4 5 x 5 = ____

5. **Evaluation**
Are the evaluative criteria appropriate to the goals and objectives of the project? Is impact on the community a consideration in the evaluation? Will the methods of evaluation produce quantifiable data?
0 1 2 3 4 5 x 4 = ____

6. **Continued funding**
Will the project be continued with local funds when the grant period is ended? Is documentation of this provided?
0 1 2 3 4 5 x 2 = ____

7. **Budget**
Are the financial resources described adequate and appropriate to accomplish the project? Are the costs reasonable in relation to the objectives of the project?
0 1 2 3 4 5 x 2 = ____

8. **Overall application evaluation**
What is the overall quality of this project? Is the project clearly within the intent of federal and state guidelines for use of LSCA funds? Does the application

present a clear and convincing case for funding of the project?

0 1 2 3 4 5 x 2 = ____

9. **Total review score** ________

(9) APPEAL PROCESS

(a) Upon petition of a library whose LSCA Title II application has been denied, the APLS Executive Board will review the application and afford the applicant a hearing before the Board, in order to assure all libraries a fair hearing. The appeal process is mandated under federal regulations for LSCA Title II, but does not apply to LSCA Title I and III.

(b) The APLS Executive Board will act as a fair hearing board for any public library agency whose application for funds under Title II has been denied. The appeal process works in the following way:

1. After initial board review of applications, the APLS Executive Board will give written notification of disapproval and reasons for disapproval to applicants. The applicant will be informed of the right to appeal and the procedure to make such appeal.

2. Within thirty days after the receipt of a disapproval of application the applicant may, in writing to the APLS Executive Board, request a hearing.

3. The APLS Executive Board will arrange for a meeting, and notify the applicant of such meeting. The APLS Executive Board shall have the final decision, which will be given to the applicant within thirty days from the date of the hearing.

(10) ASSURANCES

(a) Written assurance of compliance with specific federal regulations is mandatory. Subgrantees must sign **OMB Standard Form 424D, Assurances-Construction Programs**, and return it to APLS with their signed contract. In addition subgrantees must submit written assurance of compliance with the following:

1. Flood Plains. Projects funded under this program must evaluate flood hazards and avoid uneconomic, hazardous, or unnecessary use of flood plains in accordance with Executive Order 11988 (43 FR 6030 2/10/78).

2. Handicapped Accessibility. A subgrantee shall comply with the Federal regulations on access by the handicapped that apply to construction and alteration of facilities. These regulations for non-residential facilities are at 41 CFR Subpart 101-19.6. Subgrantee will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped", Number A117.1.1961, as modified (41 CFR 101.17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications and those of the Americans With Disabilities Act by the contractor.

3. Contracts for other than small purchases shall contain provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (34 CFR 80.36(i)(1)).

4. All contracts in excess of $10,000 shall contain provisions for termination for cause and for convenience by the subgrantee including the manner by which it will be effected and the basis for settlement. (34 CFR 80.36(i)(2)).

5. All contracts and subcontracts in excess of $10,000 shall contain provisions showing compliance with the "Equal Employment Opportunity" order (Executive Order 11246 of 9/24/65, amended by Executive Order 11375 of 10/13/67, and 41 CFR Chapter 60) (34 CFR 80.36(i)(3)).

6. All contracts shall contain provisions showing compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163). (34 CFR 80.36(i)(13)). A grantee shall comply with Standard 90-75 of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers in designing and constructing facilities built with project funds. (34 CFR 75.616)

7. In planning for and designing facilities, a subgrantee shall observe:

(i) The standards under the Occupational Safety and Health Act of 1970 (Pub. L. 91-576) (See 36 CFR Part 1910); and

(ii) State and local codes, to the extent that they are more stringent.

Author: Jimmy Dismukes, APA Secretary
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Adopted by APLS Executive Board, December 6, 1988.
Effective January 1, 1989; January 1, 1990; January 1, 1991;.December 17, 1992; December 16, 1993; and December 15, 1994.

520-2-1-.07 Rules and Regulations for Title III

(1) PRIORITIES FOR LSCA TITLE III

(a) Statewide Resource-Sharing Administered by APLS

1. Alabama Library Catalog (ALICAT)
2. Alabama Union List of Serials (AULS)
3. Net-Lending for Academic Libraries
4. Telefax Network
5. Other Statewide Resource Sharing Projects

(b) Competitive Subgrants (Listed below in order by funding priority. See 520-2-1-.08 for the impact of priorities on grant scoring.)

1. Cooperative Library Network Grants
2. Cooperative Library Network Planning Grants
3. Southeastern Library Network (SOLINET) Membership Grants
4. Grants for Developing the Capacity of Libraries for Interlibrary Cooperation and Resource Sharing Through Technology
5. School Library Reimbursement Grants

(2) LSCA TITLE III QUALIFIED APPLICANTS

(a) Public libraries, public library systems or cooperative library networks which include public libraries may apply for Title III grants to assist cooperative projects involving at least one additional type of library. To qualify, public libraries and public library systems must be eligible for state aid.

(b) Research and/or information centers, state and/or privately supported, accredited schools, colleges and universities, and nonprofit and/or private organizations shall be eligible to contract with or receive grants from APLS for conducting approved activities such as research, training, workshops, and other programs for the purpose of carrying out the objectives of Title III of the Act.

(c) Nonprofit organizations are eligible to apply for grants that support programs and services that meet the purposes of LSCA.

(d) Public and school libraries which cooperate to make school library resources available to the public during periods when school is not in session shall be eligible to receive grants from APLS as reimbursement for such expenses.

(3) LSCA TITLE III APPLICATION PROCESS

The LSCA Title III application process includes the following procedures:

(a) Proposals for subgrants from libraries and library organizations include an initial notice of intent that explains the project and documents eligibility. If the notice of intent is approved, a final application is prepared, with the help of APLS staff if needed, and submitted. The proposals are reviewed and evaluated by staff of the Alabama Public Library Service and the LSCA Advisory Council. Their recommendations are sent to the APLS Board, who makes the awards.

(b) If needed, a one-day training workshop on project management will be provided to subgrant recipients by APLS staff.

(c) APLS consultants and other staff with program responsibilities are assigned as liaison persons to each project funded through LSCA.

(d) The liaison staff may conduct a formal on-site review of the project for evaluation purposes. The consultant's report indicates success or lack of success of the project in terms of progress made toward meeting the library needs stated in the original proposal. Copies of the consultants' reports are on file at the Alabama Public Library Service.

Author: Jimmy Dismukes, APA Secretary
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Adopted by APLS Executive Board, December 6, 1988.
Effective January 1, 1989.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.08 Title III Subgrant Opportunities

(1) *GENERAL POLICY STATEMENTS -- TITLE III*

(a) LSCA funds may not be used to replace locally supported programs or personnel.

(b) Complete specifications as developed in consultation with APLS for all equipment to be purchased will be included in the grant application.

(c) As part of an application, job descriptions, vita and social security numbers of existing personnel must be attached. A complete job description(s) will be included for any new personnel requested who will be working on the project.

(d) Projects shall be related to the future capability of participating libraries to support the continuation of programs established with federal assistance funds.

(e) Project applications shall include letters of support from all cooperating agencies, organizations and any libraries to be served by the project.

(f) Grant funds may not be used to pay salaries for regular library, library system, organization or agency staff.

(g) Where feasible, there will be an advisory group composed of representatives of all participating libraries.

(h) Subgrantees shall submit monthly financial reports as part of the process of requesting reimbursement. These financial reports shall address the project budget, disbursements and requests for payment. Review of the report will include comparison with the project plan and budget and previous reports. Subgrantees shall also submit a written narrative quarterly report which shall show activities done to accomplish objectives. Submission shall facilitate processing of financial request. Approval, as appropriate, will be by the LSCA coordinator.

(i) All project funds (local cash match and federal grant monies) must be spent as stated on the application budget, unless prior approval is obtained from APLS.

(j) LSCA funds may not be used to hire additional staff to carry out a conversion.

(k) The subgrantee must add MARC records created for an LSCA project to the statewide data base, paying conversion costs, if any. The subgrantee is also responsible for deleting recordś for any discarded items from the statewide data base.

(l) A subgrant project may cover one to three years. If subgrants are to be requested for more than one year, the full program plan must be submitted with the first year's application. Amendments to the original plan may be filed subsequently if justified. Subgrantees that receive funding for a multi-year program shall not be required to submit applications for the remaining two years of funding. They shall submit a project evaluation report to the Alabama Public Library Service due on the first day of the last month of a one year contract. The project evaluation report shall include the evaluation criteria cited in the program description for the grant award. If APLS staff determine that the evaluation report is satisfactory, the contract will be renewed if funding is provided by the Executive Board. If APLS staff determine that the evaluation report is not satisfactory, the Director shall recommend that the Executive Board take one of the following actions:

1. To enter into a short-term contract to allow the administering library time to remedy the deficiencies. If APLS staff determine that the deficiencies are corrected, the Director will recommend that the Executive Board renew the contract. If APLS staff determine that the deficiencies are not corrected, the Director will recommend that the Executive Board not renew the contract.

2. To not renew the contract.

(m) The project administrator must be a salaried employee of the agency receiving the funds or the director of a public library system where the applicant is a member library.

(2) SUBGRANT PROGRAMS

This section lists, defines, and provides criteria for subgrant programs for which applications will be accepted. They appear in priority order.

(a) Program title: Cooperative Library Network Grants

1. **Definition:**

These grants provide funds for establishing, expanding, and operating local, regional, and interstate cooperative networks of libraries in order to provide for the systematic and effective coordination of resources and the innovative use of technologies.

2. **Stipulations:**

(i) LSCA funding for a project shall not continue for more than three fiscal years; a second year award shall not exceed 50% of the first year award; and a third year award shall not exceed 25% of the first year award.

(ii) The first year award shall not exceed $50,000.

(iii) A second year award shall be matched with local funds in the ratio of one local dollar to one LSCA dollar.

(iv) A third year award shall be matched with local funds in the ratio of three local dollars to one LSCA dollar.

3. **Evaluation:**

(i) Evaluation shall reflect the impact of the project on the community and may include a description of activities and/or services,
evidence of member support, statistics concerning participation, and evidence of progress toward meeting stated goals and objectives or filling stated needs.

(b) Program title: Cooperative Library Network Planning Grants

1. **Definition:**

These grants provide funds for planning for, and taking other steps leading to the development of, cooperative library networks.

2. **Stipulations:**

(i) Grants are for one year only.

(ii) Funding cap is $2,000.

(iii) Cooperative library networks must include one or more public libraries and at least one other type of library.

3. **Evaluation:**

(i) Evaluation must include assessment of progress toward meeting stated goals and objectives, a description of the planning process, and a detailed report on the conclusions of the study.

(c) Program title: Southeastern Library Network (SOLINET) Membership Grants

1. **Definition:**

A library or system is eligible for a one-year start-up grant for SOLINET membership to allow the library to participate in online resource sharing via the Online Computer Library Center (OCLC) Interlibrary Loan (ILL) subsystem.

2. **Stipulations:**

(i) LSCA will fund one computer terminal, the initial membership fee, and half of first year's projected charges for cataloging and ILL.

(ii) A public library shall have weeded its collection within the last 2 years and met public library standard 26. A public library system shall have met system standards 27, 29, and 35.

3. **Evaluation:** Evaluation shall reflect the impact of the project on the community and may include statistics showing improved access and plans for project continuation with local support. A public library system may include evidence of progress toward meeting system standard 34.

(d) Program title: Grants for Developing the Capacity of Libraries for Interlibrary Cooperation and Resource Sharing Through Technology

1. **Definition:**

These grants are for technology enhancement to be used for developing the technological capacity of libraries for interlibrary cooperation and resource sharing. Grant projects must include a public library and at least one other type of library. Technology enhancement means the acquisition, installation, maintenance, or replacement of substantial technological equipment (including library bibliographic automation equipment) necessary to provide access to information in electronic and other formats made possible by new information and communications technologies. Public libraries, public library systems or cooperative library networks which include public libraries may apply for the grants to assist cooperative projects.

(i) Equipment grants

(I) An applicant may apply for a one-time, one-year-only grant to purchase replacement equipment necessary to support a continuing cooperative program or a service.

(II) An applicant may apply for a grant of up to 3 years to purchase new equipment and necessary training to establish a cooperative program or service.

(III) The total LSCA amount requested cannot exceed 75% of the cost of the equipment or $5,000 per participating library, system member library or network member library, whichever is less.

(IV) This grant category is for equipment only. Telefacsimile equipment, if purchased, must be compatible with APLS equipment for turn around polling. Installation, maintenance, software, supplies, travel, or any other additional costs associated with this purchase are local responsibilities.

2. Stipulations:

(i) Participating public libraries shall have weeded their collections within the last 2 years and met public library standard 26. Participating public library systems shall have met system standard 27,29, and 35.

(ii) Applications must include complete specifications.

3. Evaluation: Evaluation shall reflect the impact of the project on the community or communities. Evaluation must include statistics documenting improved access and resource-sharing (and may also include a description of products or services generated) and plans for project continuation with local support. A public library system may include evidence of progress toward meeting system standard 34.

(e) Program title: School Library Reimbursement Grants

1. Definition:

These grants provide reimbursement funds for public and school libraries which cooperate to make school library resources available to the public during periods when school is not in session.

2. Stipulations:

(i) The Alabama Department of Education has the authority to determine when a school facility is not in session, and applicants must submit a letter from the Alabama Department of Education stating the times and dates when the school facility will not be in session during the period of a project.

(ii) LSCA funding for a project shall not continue for more than three fiscal years; a second year award shall not exceed

50% of the first year award; and a third year award shall not exceed 25% of the first year award.

(iii) The first year award shall not exceed $10,000.

(iv) A second year award shall be matched with local funds in the ratio of one local dollar to one LSCA dollar.

(v) A third year award shall be matched with local funds in the ratio of three local dollars to one LSCA dollar.

(vi) Reimbursable costs are those necessary to provide public access to school library resources.

3. **Evaluation:**

Evaluation shall reflect the impact of the project on the community and may include a description of the activities, the number of people served, circulation or use statistics, or evidence of local support to continue the project.

(3) Evaluation criteria for LSCA Title III

(a) Once authorization and eligibility have been determined applications are reviewed for the following criteria. For each criterion, applications are rated on a poor to excellent scale of 0 to 5. Further, each criterion has a weight, which is multiplied by the rating. The total review score can range from 0 to 150 points.

1. Planning
Is the project design sufficiently developed? Have those who will be affected by the project been involved in the planning? (Consider staff, patrons, and related organizations.)
0 1 2 3 4 5 x 5 = ____

2. Need
Is the need for the project clearly established? Is supporting documentation provided?
0 1 2 3 4 5 x 6 = ____

3. Goals and Objectives
Are goals clearly identified and directly related to the stated need? Are objectives measurable and appropriate to the goals?
0 1 2 3 4 5 x 4 = ____

4. **Local management capacity**
Are tasks/activities clearly described, sufficient to complete the project, and assigned to staff of the appropriate level and training? Is the timeline for the project realistic? Are other resources adequate and necessary to the project?
0 1 2 3 4 5 x 5 = ____

5. **Evaluation**
Are the evaluative criteria appropriate to the goals and objectives of the project? Is impact on the community a consideration in the evaluation? Will the methods of evaluation produce quantifiable data?
0 1 2 3 4 5 x 4 = ____

6. **Continued funding**
Will the project be continued with local funds when the grant period is ended? Is documentation of this provided?
0 1 2 3 4 5 x 2 = ____

7. **Budget**
Are the financial resources described adequate and appropriate to accomplish the project? Are the costs reasonable in relation to the objectives of the project?
0 1 2 3 4 5 x 2 = ____

8. **Overall application evaluation**
What is the overall quality of this project? Is the project clearly within the intent of federal and state guidelines for use of LSCA funds? Does the application present a clear and convincing case for funding of the project?
0 1 2 3 4 5 x 2 = ____

9. **Total review score** ________

(b) **Scoring**

The LSCA Advisory Council will derive their recommendations to the Executive Board as follows:

1. Unauthorized or ineligible proposals will not be scored or recommended for funding.

2. Priority points shall be assigned to proposals as follows:

1st priority: 50 points
2nd priority: 46 points
3rd priority: 42 points
4th priority: 38 points
5th priority: 34 points

3. Proposals will be ranked and recommended by total score (Total review score plus priority points. Maximum score is 200 points).

Author: Jimmy Dismukes, APA Secretary
Statutory Authority: Code of Alabama, 1975, Section 41-8-(1-8).
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted October 1, 1982.
Adopted by APLS Executive Board, December 6, 1988.
Effective January 1, 1989.
Effective January 1, 1990.
Effective January 1, 1991.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.09 Professional Training Grants (LSCA)

(1) PURPOSE

(a) To encourage college graduates to enter the library profession, the Executive Board of the Alabama Public Library Service (APLS) annually awards grants for study leading to a master's degree from a library school accredited by the American Library Association. Long-term out-of-service professional training grants are awarded from federal Library Services and Construction Act (LSCA) funds administered by the Alabama Public Library Service. As such, these grants may be awarded only when federal funds are available.

(b) All grants are awarded on the basis of candidates' academic records, graduate admissions test scores, and personal and professional references. In addition, candidates for a full-time grant will be interviewed by the Education Subcommittee of the LSCA Advisory Council.

(c) To enable public library trustees and library personnel to attend continuing education activities, APLS awards continuing education grants.

(2) FULL-TIME PROFESSIONAL TRAINING GRANT

(a) An applicant for a full-time professional training grant must be a resident of Alabama and a citizen of the United States. A recipient must have completed less than six semester hours (or the equivalent) toward the graduate library degree at the time the award is made. Further, a recipient of a full-time grant must agree to work two continuous years in a professional position in an Alabama public library beginning no later than ninety days after graduation from library school.

(b) Should a full-time grant recipient not obtain a full-time professional level position in an Alabama public library within 90 days after graduation, the APLS director may (1) enter into a contract with a public library board for employment of the individual or (2) request that the APLS Executive Board waive the two-year employment requirement. Either of the two actions shall be initiated by the APLS director.

(c) The deadline for receipt of completed grant applications (application form and supporting documents) is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on professional training grants at its June meeting. Grant applicants will be notified of the Board's decision no later than ten working days following the meeting.

(d) Application must be made on forms supplied by APLS and must include:

1. proof of acceptance at a library school accredited by the American Library Association;

2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;

3. certified copy of the score of either the GRE or MAT admission test;

4. three written recommendations.

(e) The applicant is responsible for distributing the recommendation forms to the three references.

(f) A recipient of a grant must agree that copies of grades from courses funded by the grant will be supplied to APLS.

(g) The definition of "full-time" is determined by the definition established by the library school named by the applicant.

(h) The award amount of a full-time professional training grant shall be up to $6,000 for continuous full-time attendance for one twelve-month period.

(3) METHOD OF PAYMENT

(a) The full-time professional training grant recipient and the university must sign contracts with the Alabama Public Library Service agreeing to carry out the terms of the award. Payment of the actual grant money will be made to the university which by contract must agree to disburse the funds to the grant recipient each semester (or equivalent session).

(b) If, for any reason, a grant recipient is unable to complete the full program for the degree, the recipient will be required to refund, with interest, the total amount of money received. A proportionate refund, with interest, must also be made if the recipient works less than the required time in an Alabama public library or APLS.

(4) PART-TIME PROFESSIONAL TRAINING GRANTS

(a) An applicant for a part-time professional training grant must be a resident of Alabama and a citizen of the United States. Further, a part-time grant applicant must:

1. be an employee of an Alabama public library or APLS;

2. have written approval of his or her library administration and board;

3. agree to continue to work in an Alabama public library while completing the program of study.

(b) The deadline for receipt of completed grant applications (application form and supporting documents) is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on grants at its June meeting. Grant applicants will be notified of the Board's decision no later than ten working days following the meeting.

(c) Application must be made on forms supplied by APLS and must include:

1. proof of acceptance at a library school accredited by the American Library Association;

2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;

3. certified copy of the score of either the GRE or MAT admission test;

4. three written recommendations.

(d) The applicant is responsible for distributing the recommendation forms to the three references.

(e) A recipient of a grant must agree that copies of grades from courses funded by the grant will be supplied to APLS.

(f) A recipient may receive one or more grants while attending library school. No single grant may exceed $2,000, and the total of all grants awarded to a recipient may not exceed $4,000.

(g) The definition of "part-time" is determined by the definition established by the library school named by the applicant.

(5) METHOD OF PAYMENT

(a) Payment of funds for part-time grants will be made to the public library employing the grant recipient. The public library by contract must agree to disburse the funds to the grant recipient each semester (or equivalent session) and must agree to file an evaluation form required by APLS in its administration of the Library Services and Construction Act.

(6) CONTINUING EDUCATION GRANTS

(a) Public library trustees in Alabama and library personnel employed full-time in Alabama public libraries are eligible to apply for a limited number of grants for Continuing Education.

(b) Awards will be made for continuing education activities such as a workshop, institute or seminar. Under this program, awards are available for courses in which an applicant is not working toward a degree in a library school program. Requests from library personnel to attend library association conferences will not be considered.

(c) Grants will be considered on a first-come, first-served basis. Requests for reimbursement for programs already attended will not be considered. An applicant may apply for workshop fees and expenses not to exceed $800. If the fee of a program does not include room and board, a daily stipend up to a maximum of $60.00 will be allowed to cover the costs of lodging and meals. Applicants are responsible for their travel expenses.

(d) To request a continuing education grant, all applicants must submit an application. Application forms are available from the administrative office of APLS.

(e) In addition, APLS may award up to five $1,000 grants to Alabama Public Library Trustees to attend the American Library Association Annual Conference. These grants may include the cost of conference fees, room, board, and travel. Trustees requesting funds to attend ALA must submit a letter of application which includes the following: date of application, name, title, name of library, address, business or home telephone numbers, purpose of attendance, name and dates of programs trustee will attend, and amount of money requested.

(f) All persons awarded a grant must agree to submit a written evaluation of the program attended. Only one continuing education grant per library is awarded at any one time. An applicant is not eligible for a grant if he or she has had one during the 12-month period prior to the date of the proposed program.

(g) If the request is approved, the participating library will be reimbursed for continuing education costs after the written evaluation is received.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority and Location Thereof: Code of Alabama, 1975. Section 41-8-6.
History: Effective October 1, 1982.
Adopted by APLS Executive Board, December 6, 1988.
Effective January 1, 1990.
Effective January 1, 1991.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.10 **Bylaws of the State Advisory Council on Libraries**. Approved by Vote of the Council, November 13, 1986. Approved by Vote of the APLS Executive Board, December 17, 1986. Amended October 6, 1988, and September 24, 1991, at the direction of the APLS Executive Board.

(1) ESTABLISHMENT AND PURPOSE

(a) The State Advisory Council on Libraries, hereinafter referred to as the Council, is created under the authority of the Code of Alabama, 1975, Section 41-8 (1-8) and U. S. Public Law 95-123, "LSCA Amendments of 1977."

(b) The functions and responsibilities of the Council shall be the following:

1. Advise the State agency on the development of the State plan, including the preparation of long-range and annual programs;

2. Advise the State agency on policy matters arising in the administration of the State plan submitted under the Act and the regulations in this part; and

3. Assist the State agency in evaluating library programs, services, and activities under the State plan.

(2) MEMBERSHIP AND APPOINTMENTS

(a) The membership of the Council, appointed by the Executive Board of the State agency, shall include persons broadly representative of each of the following:

1. Public libraries, whose representatives shall be currently employed public librarians and shall comprise one-third of the Council membership;

2. School libraries;

3. Academic libraries;

4. Special libraries, such as law or medical libraries;

5. Institutional libraries, such as reformatory or hospital libraries;

6. Libraries serving the handicapped in the state; and

7. Users of such libraries, who shall comprise one-third of the Council membership and of whom at least one shall be representative of disadvantaged persons.

(b) The terms of membership on the Council as first appointed for one-third of the members shall be for one year; for one-third of the members shall be for two years; for one-third of the members shall be for three years; and after the first term all terms shall be three years. Membership will coincide with the federal fiscal year. No member of the council, having completed a three-year term, will be eligible for a consecutive reappointment. A former member of the council is eligible for reappointment after a period of three years.

(c) Appointments to the Advisory Council are made annually by the Executive Board of the State agency. Appointments are made from a slate of nominees which is compiled in the following manner:

1. annual notice in APLSauce and COTTONBOLL inviting interested persons to submit nominations,

2. annual letters to presidents of Alabama library, media, and friends associations inviting nominations.

(d) Nominees to the Council will be presented to the Executive Board according to the seven aforementioned representative categories and geographic distribution.

(e) All vacancies, including expired and unexpired terms shall be filled in accordance with the State plan. If an individual has been appointed to fill an unexpired term, at the end of that term the individual is eligible for appointment to one full three-year term.

(f) Membership shall be automatically terminated for any member who does not attend two (2) regularly scheduled meetings in one federal fiscal year.

(3) OFFICERS

(a) The officers of the Council shall be the Chairman, Vice-Chairman and Secretary. The Chairman and Vice-Chairman shall be elected by the Council from its membership upon the adoption of these bylaws and each fiscal (October-September) year thereafter.

(b) The Chairman and Vice-Chairman shall be elected for a term of one year and may be re-elected for not more than one consecutive year.

(c) The Secretary shall be the Director of the State agency. If the Director of the State agency cannot attend a council meeting, a designee will be appointed by the Director.

(d) The Council shall fill vacancies for the balance of the term of the vacant office by election from its membership.

(4) DUTIES OF THE OFFICERS

(a) The duties of the Chairman shall be to call and preside at all meetings, appoint committees and carry out the duties generally pertaining to this office.

(b) The Secretary shall keep and distribute the minutes of the meetings of the Council and carry out the duties generally pertaining to this office.

(5) COMMITTEES

(a) The Executive Committee shall consist of the officers and two other members appointed by the Chairman. The duties shall be to act in an advisory capacity to the Chairman, to decide matters of immediate importance between meetings of the Council and to concern itself with matters to be brought before the Council for discussion and recommendation to the Director of the State agency.

(b) The Council may from time to time create such other committees as it may deem necessary to the proper functioning of the Council.

(6) MEETINGS

(a) Regular meetings shall be held quarterly at such location and date as agreed upon by the Chairman and Secretary.

(b) Special meetings may be called by the Chairman, or upon the written request of five members to the Secretary and the Chairman, or upon request of the Secretary to the Chairman.

(c) The Secretary shall give timely notice thereof.

(7) CONFLICT OF INTEREST

(a) At meetings, members may neither participate in discussions of nor vote on individual LSCA grant applications from libraries with which they are directly associated, whether as trustees, employees, or grant administrators, as well as from libraries within a system to which their library belongs.

(8) QUORUM

(a) A quorum shall consist of a majority of those members currently serving.

(9) MAIL VOTING

(a) Between meetings, a vote of the Council may be taken by mail and shall have the same effect as a vote taken at a meeting of the Council.

(10) PARLIAMENTARY AUTHORITY

(a) Robert's Rules of Order, latest edition, shall constitute the authority on all matters not covered by these bylaws.

(11) AMENDMENTS

(a) These bylaws may be amended at any regular or special meeting by a sixty (60) percent majority vote of the members present if written notice has been given not less than ten (10) days prior to the meeting. Amendments to these bylaws must be adopted by both the Council and the Executive Board of the Alabama Public Library Service.

(12) EFFECTIVE DATE

(a) These bylaws shall be effective after the date of their adoption by the Council and the Executive Board of the Alabama Public Library Service.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority: Code of Alabama, 1975. Section 41-8-(1-8) and U. S.
Public Law 95-123, "LSCA Amendments of 1977".
History: Adopted by LSCA Council, March 2, 1979.
Adopted October 1, 1982.
Revised by LSCA Council, November 13, 1986.
Adopted by APLS Executive Board, December 17, 1986.
Effective January 1, 1990.
Effective January 1, 1991.
Effective December 17, 1992.
Effective December 16, 1993.
Effective December 15, 1994.

520-2-1-.11 Rules and Regulations for Libraries Participating in the Net-Lending Reimbursement Program

(1) The following rules and regulations pertain to Alabama academic libraries eligible for participation in net-lending reimbursement.

(a) Libraries eligible for participation in net-lending reimbursement must be members of the Network of Alabama Academic Libraries and submit reports of borrows and loans to the NAAL Director.

(b) All transactions must be verified using OCLC, ALICAT, AULS, or a local system database.

(c) Transactions eligible for net-lending reimbursement are:

1. Those to APLS, ALEX and other Alabama multitype library systems, and Alabama public libraries.

2. Each bibliographic unit or reproduction of all or portion of such item sent.

3. Transactions between libraries.
Circulation to patrons will not be eligible for reimbursement in any circumstance. Patron referrals from one library to another will not be considered interlibrary loans for purposes of this program.

4. Requests initiated using OCLC ILL subsystem, forms generated from the ALICAT ILL software, or ALA forms.

(d) Statistics may be submitted on the APLS Net-Lending Report form or by submitting the OCLC ILL statistics report where appropriate.

(e) Substantiating ILL forms or copies of the OCLC ILL data should be kept for 3 years for possible audit by APLS or other authorized personnel.

(f) Records must be submitted each quarter to establish eligibility for payment. A missed quarterly report will disqualify the library for consideration for annual payment.

(g) Records for the previous quarter must be submitted by the following dates: January 31, April 30, July 31, October 31.

(h) Compensation will be paid to NAAL quarterly, in arrears.

(1) The year to be considered for reimbursement shall be the LSCA fiscal year used by APLS and currently October 1-September 30.

(2) The following rules and regulations pertain to Alabama public libraries eligible for participation in net-lending reimbursement.

(a) Public libraries eligible to participate in net-lending reimbursement are those which are eligible to receive LSCA.

(b) Verification of transactions may be made using OCLC, ALICAT, AULS or a local system database.

(c) Requesting libraries should go to the nearest holding library to fill the ILL transaction.

(d) Libraries may not submit for reimbursement any transaction for which other compensation is received.

(e) Transactions eligible for net lending reimbursement are:

1. Those bibliographic units sent to APLS, ALEX and other Alabama multitype library systems, Alabama public libraries (excluding other members of one's regional system) and members of the Network of Alabama Academic Libraries (NAAL).

2. Separate bibliographic units or reproduction of all or a portion of such items sent to another library.

3. Transactions that are sent from one library to another. Circulation to walk-in patrons will not be eligible for reimbursement in any circumstance. Patron referrals from one library to another will not be considered interlibrary loans for purposes of this program.

4. Requests initiated using OCLC ILL subsystem, forms generated from the ALICAT ILL software, ALA forms, or other recognized official formats. When paper forms are transmitted by mail or fax to NAAL libraries, two copies must be sent.

(f) Interlibrary loan forms from regional library members must include the name of the region in parenthesis after the name of the library.

(g) Statistics may be submitted on the APLS Net Lending Report form or by submitting the OCLC ILL statistics report where appropriate.

(h) Substantiating ILL forms or copies of the OCLC ILL data should be kept for 3 years for possible audit by APLS or other authorized personnel.

(i) Records must be submitted to the APLS Operations Division Head each quarter to establish eligibility for payment. A missed quarterly report will disqualify the library for consideration for annual payment.

(j) Records for the previous quarter must be submitted by the following dates: January 31, April 30, July 31, October 31.

(k) Compensation will be received annually, in arrears.

(l) The year to be considered for reimbursement shall be the LSCA fiscal year used by APLS and is currently October 1-September 30.

Author: Jimmy Dismukes, APA Secretary.
Statutory Authority and Location Thereof: Code of Alabama, 1975. 41-8-(1-8) and
  U. S. Public Law 95-123, "LSCA Amendments of 1977"
History:
  Effective January 1, 1990.
  Effective December 17, 1992.
  Effective December 16, 1993.
  Effective December 15, 1994.

APPENDIX

TABLE OF AVERAGE MATERIAL PRICES

Source: Bowker Annual (1994)

The following prices are average retail prices. To determine the actual cost for your library it will be necessary to apply the discount factor allowed by your jobbers. For many books, jobbers allow up to a 40% discount.

Preliminary 1993 Average Prices Per Book Volume
(Harcover prices are for books less than $81)
(Paperback prices are for mass market paperbacks)

Dewey	Hardcover	Paperback
000-099 Generalities	$43.48	$ 8.70
100-199 Philosophy, Psychology	$37.84	$ 6.31
200-299 Religion	$28.96	$ 9.97
300-339, 350-369, 380-399 Sociology, Economics	$40.96	$ 8.09
340-349 Law	$43.93	$ 4.99
370-379 Education	$38.74	$11.31
400-499 Language	$34.14	$ 7.64
500-599 Science	$45.88	$ 7.87
600-609, 620-629, 660-699 Technology	$46.68	$30.83
610-619 Medicine	$41.03	$ 9.81
630-639, 712-719 Agriculture	$37.36	$ 6.23
640-649 Home Economics	$20.50	$ 6.67
650-659 Business	$37.36	$10.41
700-711, 720-779 Art	$38.20	$19.79
780-789 Music	$36.74	$11.00
790-799 Sports, Recreation	$31.68	$ 7.17
800-810, 813-820, 823-899 Literature	$35.08	$ 6.77

Preliminary 1993 Average Prices Per Book Volume (Continued)

Dewey	Hardcover	Paperback
811, 812, 821, 822 Poetry, Drama	$30.44	$ 7.27
900-909, 930-999 History	$37.48	$ 8.60
910-919 Travel	$25.89	$10.56
Biography	$27.63	$ 6.55
Fiction	$19.35	$ 4.78
Juveniles (fiction and non-fiction)	$14.02	$ 3.68

Average Videocassette Prices in 1993

Purchase cost per minute------------$ 2.35
Cost of video-----------------------$ 94.59
Length per video (min.)------------- 40.3 minutes

Average Sound Recording Prices in 1993

Average cost per audio-cassette-----------$ 8.20
Average cost per compact disc-------------$13.36

Other Media Prices

This table does not cover other media, such as serials on CD-ROM and microfilm. Therefore, it will be necessary for you to determine these prices independently using such means as selection tools, catalogs, brochures, bids, and your own recent purchases.

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT INSTRUCTIONS FOR LSCA SMALL LIBRARY DEVELOPMENT

NAME OF AGENCY APPLYING, MAILING ADDRESS, AND PROJECT ADMINISTRATOR: Correspondence regarding the Notice of Intent will be sent to the project administrator at the agency and address given by the applicant. **The project administrator must have full authority to coordinate the project and must be a salaried employee of the library requesting LSCA funds or the director of the system where the library is a member.**

A. **GRANT PROGRAM:** A library may apply for a technology enhancement grant, a collection development grant, or a combination of both types as long as the cumulative total applied for does not exceed $3,000.

B. **PROJECT BUDGET:**

LSCA funding for a grant for technology enhancement only may not exceed $3,000. This grant may be for the acquisition and/or installation of technological equipment and software necessary to provide or enhance patron access to information. Equipment may include, but is not limited to, telefacsimile machines, video equipment, personal computers, CD-ROM equipment, etc. It must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to three federal dollars.

LSCA funding for a grant for collection development only may not exceed $3,000. This grant is for library materials only (books in any format, periodical backfiles in any format, and sound or video recordings). It must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

LSCA funding for a grant that combines technology enhancement and collection development may not exceed $3,000. The technology enhancement portion must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to three federal dollars. The collection development portion must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

C. **POLITICAL AREAS SERVED:**

1. **County:** Enter Alabama county or counties in which the project activities will take place.

2., 3. and 4. **Alabama House, Alabama Senate, and U.S. Congressional District(s) served:** Insert the appropriate numbers in the blanks provided.

D. **BRIEF DESCRIPTION:** Describe what equipment and/or library materials you plan to buy and why. Fit the description of the project in the space provided. Do not attach extra pages.

E. **FUNDS FOR LIBRARY MATERIALS**: Public libraries must complete this section, whether or not they are applying for a collection development grant.

The regulations for the collection development portion of the Small Library Development program state that, in addition to local matching funds, regular local government expenditures for library materials must be maintained at specified minimum levels. Follow the instructions given on the notice of intent form.

F. **ELIGIBILITY AND REQUIRED DOCUMENTATION**: Required documents are listed in the State Aid Rules and Regulations, a copy of which is included at the end of the appendix. However, if you do not have a copy, call Library Development to get one. If you are not sure whether your library's Official Documents file is up to date, call and ask. If you find that you must submit additional state aid documentation, send one copy only, attached to the original copy of the Notice of Intent.

G. **AUTHORIZING SIGNATURES**: Supply the appropriate signatures on all lines, even if the Project Administrator and Library Director are the same.

Submit one original and two copies of the notice of intent to be received at APLS by February 10, 1995. If you have questions, call Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT FOR LSCA SMALL LIBRARY DEVELOPMENT

(Submit one (1) original and two (2) copies by February 10, 1995)

Name of agency applying			
Address	City	State	Zip Code + 4
Project administrator All communications will be sent to this person	Fax telephone No.	Work telephone No.	
Address (if different from above)	City	State	Zip code + 4

A. **GRANT PROGRAM** (Check one only):

___ 1. Technology enhancement
___ 2. Collection development
___ 3. Both technology enhancement and collection development

B. **PROJECT BUDGET**:

	Technology Enhancement	Collection Development	Total
LSCA funds:	$__________	$__________	$__________
Local:	$__________	$__________	$__________
Total:	$__________	$__________	$__________

C. **POLITICAL AREAS SERVED**:

1. County(s) served:____
2. Alabama House District(s) served:________________________________
3. Alabama Senate Districts(s) served:______________________________
4. U.S. Congressional District(s) served:___________________________

D. **BRIEF DESCRIPTION OF PROJECT**:

E. **FUNDS FOR LIBRARY MATERIALS** Public libraries must complete this section, whether or not they are applying for a collection development grant. See the instructions.

Enter the regular local government expenditures for library materials in FY1993 and FY1994, and enter the projected regular local government expenditures for library materials in FY1995 and FY1996. Exclude (a) matching local government cash expenditures for LSCA collection development grants and (b) gift funds.

FY1993:__________ FY1994:__________ FY1995:__________ FY1996:__________

F. **ELIGIBILITY AND REQUIRED DOCUMENTATION** (Check one only):

The agency applying is a public library established in accordance with the Code of Alabama having a population in its legal service area of 10,000 or less and:

____ 1. All state aid required documents are already on file at APLS.
____ 2. Documents required for state aid are enclosed. (One copy each)

G. **AUTHORIZING SIGNATURES**:

(Signed) ______________________________ ______________
Project administrator Date

(Signed) ______________________________ ______________
Library director Date

(Signed) ______________________________ ______________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________________ ______________
Governmental official authorized to receive and disburse funds, if different from the above. Date

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 APPLICATION INSTRUCTIONS FOR LSCA SMALL LIBRARY DEVELOPMENT

Additional information about the application process can be found in Federal Public Library Programs in Alabama.

NAME OF AGENCY APPLYING: Enter the name of the library requesting LSCA funds.

MAILING ADDRESS: Enter the full mailing address to which all project correspondence is to be directed.

PROJECT ADMINISTRATOR: All communication will be directed to the project administrator (the person designated to be responsible for the implementation of the project). **This person must have full authority to coordinate the project and must be a salaried employee of the library requesting LSCA funds or the director of the system where the library is a member.**

PHONE: Enter the telefax and voice telephone numbers, including the extension, of the Project Administrator.

A. **GRANT PROGRAM:** A library may apply for a technology enhancement grant, or a collection development grant, or both types.

B. **PROJECT BUDGET TOTALS:** Complete this section after you have completed section J (Budget Information), beginning on page 4.

C. **DESCRIPTION OF PROJECT:** Describe what equipment and/or library materials you plan to buy and why. For allowable uses of funds see Federal Public Library Programs in Alabama, Section 520-2-1-.03.

D. **FUNDS FOR LIBRARY MATERIALS:** Public libraries must complete this section whether or not they are applying for a collection development grant.

The regulations for the collection development portion of the Small Library Development program state that, in addition to local matching funds, regular local government expenditures for library materials must be maintained at specified minimum levels. Follow the instructions on the application form.

E. **PRESENT COLLECTION SIZE:** Public libraries must complete this section, whether or not they are applying for a collection development grant.

Enter the holdings information for the types of materials listed. For types of material not owned by your library, if any, enter zero (0).

80

F. **TARGET POPULATION:** Use the most current census data available. Additional acceptable sources are federal, state, or regional planning commission figures.

1. **Enter the county or counties to be served by this project.**

2. **Estimate the total number of persons** to be served by this project, based on your goals and objectives. This may or may not be the total number of people in your legal service area.

3. **Indicate whether this project targets the entire population** of the legal service area, or a special segment of the population.

4. **If the project targets a special segment** of the population, briefly describe how many people are involved and their identifying characteristic(s). Indicate the source of your information (e.g., federal, state, or regional planning commission data). Leave this question blank if the project targets the entire population.

G. **GOALS 2000:** On March 31, 1994, the President signed the Goals 2000 Education America Act. The Act makes the National Education Goals a national policy. The Alabama Public Library Service is cooperating with the U.S. Department of Education to identify LSCA projects that will help achieve one or more of these goals. In this section, if applicable, check one or more goals that your project will help achieve.

H. **NEED:** Attach extra pages as necessary. Summarize any documentation that exceeds three pages. Up to five representative letters of support from members of the community may be included.

I. **USE OF FUNDS:** Describe your specific plans for purchasing equipment and/or library materials with these funds, according to the need you have described above.

J. **BUDGET INFORMATION:**

For allowable uses of funds see Federal Public Library Programs in Alabama, Section 520-2-1-.03. For collection development grants, use the table of average material prices (located at the front of the appendix section) as a unit cost guide.

LSCA funding for a grant for technology enhancement only may not exceed $3,000. This grant may be for the acquisition and/or installation of technological equipment and software necessary to provide or enhance patron access to information. Equipment may include, but is not limited to, telefacsimile machines, video equipment, personal computers, CD-ROM equipment, etc. It must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to three federal dollars.

BUDGET INFORMATION (Continued)

LSCA funding for a grant for collection development only may not exceed $3,000. It must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

LSCA funding for a grant that combines technology enhancement and collection development may not exceed $3,000. The technology enhancement portion must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to three federal dollars. The collection development portion must be matched with cash gifts or special local government cash appropriations in the ratio of one local dollar to two federal dollars.

After the totals have been entered in this section, also enter the same totals in section B on page 1.

K. AUTHORIZATION OF REQUEST: You are required by law to complete this section. No application will be considered for funding without the required signatures.

Submit one original and twenty copies of the application to be received at APLS by April 14, 1995. If you have questions, call Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 APPLICATION FOR LSCA SMALL LIBRARY DEVELOPMENT

(Submit one (1) original and twenty (20) copies by April 14, 1995)

Date Received
Project Number
Approved
Not Approved
DO NOT COMPLETE

Name of agency applying				
Address		City	State	Zip Code + 4
Project administrator	All communications will be sent to this person	Fax telephone No.	Work telephone No	
Address (if different from above)		City	State	Zip code + 4

A. **GRANT PROGRAM** (Check one only):

___ 1. Technology enhancement
___ 2. Collection development
___ 3. Both technology enhancement and collection development

B. **PROJECT BUDGET TOTALS**:

	Technology Enhancement	Collection Development	Total
LSCA funds:	$	$	$
Local:	$	$	$
Total:	$	$	$

C. **DESCRIPTION OF PROJECT**:

D. **FUNDS FOR LIBRARY MATERIALS** Applicants must complete this section whether or not they are applying for a collection development grant. See the instructions.

Enter the regular local government expenditures for library materials in FY1993 and FY1994, and enter the projected regular local government expenditures for library materials in FY1995 and FY1996. Exclude (a) matching local government cash expenditures for LSCA collection development grants and (b) gift funds.

FY1993:__________ FY1994:__________ FY1995:__________ FY1996:__________

E. **PRESENT COLLECTION SIZE** Applicants must complete this section whether or not they are applying for a collection development grant. See the instructions.

Total book volumes......._____
Total book titles........_____
Total periodical titles.._____
Total microforms........._____
Total phonorecords......._____
Total videocassettes....._____

F. **TARGET POPULATION**:

1. County(s) served: ____
2. Estimated total number of persons to be served by this project:__________
3. (Check one) Does this project target:
   _____ the entire population of the legal service area, or
   _____ a special segment of the population?
4. If the project targets a special segment of the population, briefly describe their identifying characteristic(s). Indicate the source of your information (e.g., federal, state, or regional planning commission data).

G. **GOALS 2000**: See the instructions; then check the most appropriate goal(s). Goals 4 and 8 have not been listed because they fall more specifically under the purview of schools.

___ 1. All children will arrive at school ready to learn.
___ 2. The high school graduation rate will increase to at least 90%.
___ 3. Students will master challenging subject matter in the core subjects.
___ 5. U.S. students will be first in the world in math and science achievement.
___ 6. All adult Americans will be literate and have the skills necessary to compete in a global economy.
___ 7. Every school will be free of drugs and violence.

H. **NEED:**

Describe the need for this project and tell how you have determined the need. Indicate the results of any studies you have done (such as community analysis, collection analysis, analysis of library services, results of surveys, comparison with standards, staff and patron comments, etc.) which support the need for additional collection development and/or technology enhancement. Do not attach the studies themselves.

I. **USE OF FUNDS:**

How will you use the money if this grant is awarded? Your answer should relate directly to the needs described above.

J. **BUDGET INFORMATION:**

TECHNOLOGY ENHANCEMENT BUDGET: Complete this section if you are applying for technology enhancement funds. List and briefly describe each piece of equipment, each software item, and each installation cost. Round figures in the last three columns to the nearest dollar.

Description	LSCA Funds	Local Funds	TOTAL Funds
TOTAL			

BUDGET INFORMATION (Continued)

COLLECTION DEVELOPMENT BUDGET: Complete this section if you are applying for collection development funds. List library materials by format (books, periodical backfiles, sound or video recordings, etc.) and provide subject categories for books, e.g. Books-Technology. List quantities and average unit costs. Unit costs may include the cost of preprocessing or processing packets. Use the table of average material prices (located at the front of the appendix section) as a unit cost guide. Round figures in the last three columns to the nearest dollar.

Material Types	Quantity	Unit Cost	LSCA Funds	Local Funds	TOTAL Funds
		TOTAL			

K. AUTHORIZATION OF REQUEST:

We, the undersigned, (1) understand the conditions and requirements set forth in the "Federal Public Library Programs" section of the Alabama Public Library Service Administrative Code effective December 15, 1994, and (2) on behalf of the state agency or city and/or county governments which support this library, agree to adhere to them. We (3) certify that this application has been approved by the Board of Trustees of the Library.

(Signed) ______________________ ____________
Project administrator Date

(Signed) ______________________ ____________
Library director Date

(Signed) ______________________ ____________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________ ____________
Governmental official authorized to receive and disburse funds, if different from the above. Date

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT INSTRUCTIONS FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

PAGE 1 OF NOTICE OF INTENT

NAME OF AGENCY APPLYING, MAILING ADDRESS, AND PROJECT ADMINISTRATOR: Correspondence regarding the Notice of Intent will be sent to the project administrator. The project administrator must have full authority to coordinate the project and must be a salaried employee of the agency applying or the director of a public library system where the applicant is a member library.

NAME OF PROJECT: The project title is your choice. It will be used in all correspondence about the application.

A. **TYPE OF PROJECT:** Check one box: Title I, Title II Technology, or Title III.

If you checked the Title I box, examine the list of 13 LSCA Title I programs below the box and make one check for the specific program you are applying for. If you checked Technology Enhancement, on the same line enter one of the following grant types as described in the "Catalog of Title I Subgrant Opportunities": (i) Online circulation and/or public access catalog, (ii) CD-ROM-based bibliographic system for MARC records, (iii) CD-ROM-based information services, or (iv) Equipment grant. Then go to Section B (Political Areas Served).

If you checked the Title II Technology box, go Section B (Political Areas Served).

If you checked the Title III box, examine the list of 5 LSCA Title III programs below the box and make one check for the specific program you are applying for. Then go section B (Political Areas Served).

B. **POLITICAL AREAS SERVED:**

1. **County:** Enter the Alabama county or counties in which the project activities will take place.

2., 3. and 4. **Alabama House, Alabama Senate, and U.S. Congressional District(s) served:** Insert the appropriate numbers in the blanks provided.

PAGE 2 OF NOTICE OF INTENT

C. **BRIEF DESCRIPTION AND LIST OF TENTATIVE OBJECTIVES:** Fit the description and objectives in the space provided. Objectives listed on the Notice of Intent are tentative, and may be revised as needed before the final application is submitted. They should be listed here in order to justify estimated expenses.

FY1996 NOTICE OF INTENT INSTRUCTIONS
FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

D. **ELIGIBILITY**: Only agencies listed are eligible to apply for these funds.

E. **REQUIRED DOCUMENTATION**: Required documents are listed in the State Aid Rules and Regulations, a copy of which is included at the end of the appendix. However, if you do not have a copy, call Library Development to get one. If you are not sure whether your library's Official Documents file is up to date, call and ask. If you find that you must submit additional state aid documentation, send one copy only, attached to the original copy of the Notice of Intent.

PAGE 3 OF NOTICE OF INTENT

F. **RELATIONSHIP TO "THE ALABAMA LONG RANGE PROGRAM FOR LIBRARY DEVELOPMENT 1995-1999"**: The long range program contains references to the uses for LSCA funds designated by the Federal government and further defined with relation to specific state needs. Select one option only. Note that three state categories are included under the general federal priority "Inadequate library service."

G. **BUDGET SUMMARY**: Budget figures shown on the Notice of Intent are tentative, although they should represent the best available estimate of actual costs. They may be revised, if necessary, before the final application is submitted.

PAGE 4 OF NOTICE OF INTENT

H. **FOR SOLINET MEMBERSHIP GRANTS ONLY**: Complete this section in accordance with the instructions given on the notice of intent form.

I. **MATERIALS EXPENDITURES**: Public libraries and public library systems must complete this section whether or not they are applying for a collection development grant. Enter the regular local government expenditures for library materials in FY1993 and FY1994, and enter the projected regular local government expenditures for library materials in FY1995 and FY1996. Exclude (a) matching local government cash expenditures for LSCA collection development grants and (b) gift funds.

The following requirements apply only to collection development grants:

1. Regular local government expenditures for library materials must be maintained at minimum levels as specified in the "Catalog of Subgrant Opportunities".
2. At least some library materials expenditures in FY1995 and thereafter must be funded with regular local government appropriations.

J. **SYSTEM LONG-RANGE PLAN**: Follow the instructions on the form.

K. **AUTHORIZING SIGNATURES**: Supply the appropriate signatures on all lines, even if the project administrator and library director are the same.

Submit one original and two copies of the notice of intent to be received at APLS by February 10, 1995. If you have questions, call Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

(Submit one (1) original and two (2) copies by February 10, 1995)

Name of agency applying			
Name of project			
Address	City	State	Zip Code + 4
Project administrator — All communications will be sent to this person	Fax telephone No.	Work telephone No.	
Address (if different from above)	City	State	Zip code + 4

A. **TYPE OF PROJECT:**

☐ TITLE I The Library Services and Construction Act (Title I) provides for assistance to States in the extension and improvement of library services in the following areas: (Check one)

	1. Collection Development (Inadequate Library Service)
	2. Technology Enhancement (Inadequate Library Service) List grant type here (see instructions):
	3. Extension/Outreach Services (Areas Without Service/With Inadequate Service)
	4. Services for the Disadvantaged
	5. Services to the Elderly
	6. Services for Handicapped Individuals
	7. Literacy
	8. Intergenerational Program
	9. Drug Abuse Education
	10. Community Information and Referral Centers
	11. Limited English-Speaking
	12. Services to State Institutions
	13. Major Urban Resource Library

☐ TITLE II TECHNOLOGY

☐ TITLE III The Library Services and Construction Act (Title III) provides funding for programs to develop or enhance interlibrary cooperation and resource sharing: (Check one)

	1. Cooperative Library Network Grant
	2. Cooperative Library Network Planning Grant
	3. Southeastern Library Network (SOLINET) Membership Grant
	4. Grant for Developing the Capacity of Libraries for Interlibrary Cooperation and Resource Sharing through Technology
	5. School Library Reimbursement Grant

B. **POLITICAL AREAS SERVED:**

1. County(s) served:________________________________
2. Alabama House District(s) served:________________________
3. Alabama Senate Districts(s) served:_______________________
4. U.S. Congressional District(s) served:_____________________

FY1996 NOTICE OF INTENT
FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

C. **BRIEF DESCRIPTION AND LIST OF TENTATIVE OBJECTIVES:**

D. **ELIGIBILITY** (Check one only which most aptly describes your agency):

____ 1. Public library.
____ 2. Public library system headquarters.
____ 3. Cooperative library network which includes public libraries.
____ 4. State institution
____ 5. Research and/or information center.
____ 6. State and/or privately supported accredited school, college, or university.
____ 7. Nonprofit and/or private organization.
____ 8. School library.

E. **REQUIRED DOCUMENTATION** (Check one only):

____ 1. All state aid required documents are already on file at APLS.
____ 2. Documents required for state aid are enclosed (one copy each).
____ 3. Not applicable (agency applying checked 3, 4, 5, 6, 7, or 8 in Section D above).

FY1996 NOTICE OF INTENT
FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

F. **RELATIONSHIP TO THE ALABAMA LONG RANGE PROGRAM FOR LIBRARY DEVELOPMENT 1995-1999** (Check one only):

____ Inadequate service: Collection Development or Extension/Outreach Services (Task 1.2.4), or Technology Enhancement (Objective 1.3)
____ Areas without service: Extension/Outreach Services (Task 1.1)
____ Services for the Disadvantaged (Task 1.2.4)
____ Services to the Elderly (Task 1.2.4)
____ Services for Handicapped Individuals (Task 1.2.4)
____ Literacy (Task 1.2.4)
____ Intergenerational Program (Task 1.2.4)
____ Drug Abuse Education (Task 1.2.4)
____ Community Information and Referral Centers (Task 1.2.4)
____ Limited English-Speaking (Task 1.2.4)
____ Major Capital Outlay for Technological Enhancement (Objective 2.4)
____ Resource sharing among all types of libraries (Objective 3.1)
____ Statewide resource sharing utilizing appropriate technology (Objective 3.2)

G. **BUDGET SUMMARY**: Give the tentative budget summary for this project. For two- or three-year projects, show all years including amounts approved for years already completed or under way. (ALLOWABLE COSTS DIFFER FROM ONE PROGRAM TO ANOTHER. READ THE PROGRAM DEFINITIONS AND STIPULATIONS IN ORDER TO DETERMINE ALLOWABLE COSTS FOR YOUR PROJECT.)

	FY19__		FY19__		FY19__	
	LSCA	LOCAL	LSCA	LOCAL	LSCA	LOCAL
Salaries						
Fringe benefits						
Travel						
Equipment						
Supplies						
Contractual						
Lib. Materials						
Other						
Total						

H. **FOR SOLINET MEMBERSHIP GRANTS ONLY**: Verify the following additional eligibility requirements for SOLINET membership:

For public libraries

Has the collection been weeded within the last 2 years?
_____Yes No_____

Does the library offer intra- and inter- library loan service when the material desired is not available from its collections? _______Yes No_____

For systems

Does the system provide an interlibrary loan program that maximizes the use of all available resources? _____Yes No_____

Does the system provide direct reciprocal borrowing among all member libraries? _____Yes No_____

Does the system provide free telephone communications to and from the system headquarters for member libraries?
_____Yes No_____

I. **MATERIALS EXPENDITURES** Public libraries and public library systems must complete this section, whether or not they are applying for a collection development grant. (See the instructions):

FY1993:__________ FY1994:__________ FY1995:__________ FY1996:__________

J. **SYSTEM LONG-RANGE PLAN**: (For system members only) Attach a letter from the system director showing how this project falls within the scope of the system's long-range plan.

K. **AUTHORIZING SIGNATURES**:

(Signed) ______________________________ ______________
Project administrator Date

(Signed) ______________________________ ______________
Director of agency applying Date

(Signed) ______________________________ ______________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________________ ______________
Governmental official authorized to receive and disburse funds, if different from the above. Date

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 APPLICATION INSTRUCTIONS FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

PAGE 1 OF APPLICATION

NAME OF AGENCY APPLYING, MAILING ADDRESS, AND PROJECT ADMINISTRATOR: Correspondence regarding the Notice of Intent will be sent to the project administrator. The project administrator must have full authority to coordinate the project and must be a salaried employee of the agency applying or the director of a public library system where the applicant is a member library.

NAME OF PROJECT: The project title is your choice. It will be used in all correspondence about the application.

A. **TYPE OF PROJECT**: Check one box: Title I, Title II Technology, or Title III.

If you checked the Title I box, examine the list of 13 LSCA Title I programs below the box and make one check for the specific program you are applying for. If you checked Technology Enhancement, on the same line enter one of the following grant types as described in the "Catalog of Title I Subgrant Opportunities": (i) Online circulation and/or public access catalog, (ii) CD-ROM-based bibliographic system for MARC records, (iii) CD-ROM-based information services, or (iv) Equipment grant. Then skip to page 2, coming back to Section B (Project Budget) at the bottom of page 1 after the complete budget has been prepared.

If you checked the Title II Technology box, skip to page 2, coming back to Section B (Project Budget) at the bottom of page 1 after the complete budget has been prepared.

If you checked the Title III box, examine the list of 5 LSCA Title III programs below the box and make one check for the specific program you are applying for. Then skip to page 2, coming back to Section B (Project Budget) at the bottom of page 1 after the complete budget has been prepared.

B. **PROJECT BUDGET TOTALS**: Complete this section after you have completed Section Q (Budget Information, beginning on page 9) and Section R (Budget Summary, on page 13).

PAGE 2 OF APPLICATION

C. **PROJECT SUMMARY**: Provide a brief summary of the project, not in excess of 200 words.

PAGE 2 OF APPLICATION (Continued)

D. **TARGET POPULATION:**

1. **Enter the county or counties to be served by this project.**

2. **Estimate the total number of persons** to be served by this project, based on your objectives. This may or may not be the total number of people in your legal service area.

3. **Indicate whether this project targets the entire population** of the legal service area, or a special segment of the population.

4. **If the project targets a special segment** of the population, briefly describe their identifying characteristic(s). Indicate the source of your information (e.g., federal, state, or regional planning commission data). Leave this question blank if the project targets the entire population.

E. **GOALS 2000:** On March 31, 1994, the President signed the Goals 2000 Education America Act. The Act makes the National Education Goals a national policy. The Alabama Public Library Service is cooperating with the U.S. Department of Education to identify LSCA projects that will help achieve one or more of these goals. In this section, if applicable, check one or more goals that your project will help achieve.

PAGE 3 OF APPLICATION

F. **PLANNING:** Provide the information requested on the application form.

G. **LIBRARY'S LONG-RANGE PLAN:** Your library's current long range plan may not include vision or role statements. If that is the case, use the following information to develop short vision and role statements that relate to this project.

Vision statement

A vision is the starting point for a plan. A vision is a statement of the desired improvements the library will help to make in the lives of individual citizens and in the community as a whole. The sample vision statement below is a complete one, but for this application compose a simplified statement consisting of just one or two individual or community improvements that this project will help to fulfill.

Sample vision statement

The library will offer materials and services to assist in reaching the following vision:

- Children, regardless of their social status, will enter school ready to learn. Once enrolled in school they will make the most of the educational opportunities available. All children will develop a life-long love of reading and learning.

PAGE 3 OF APPLICATION (Continued)

- Everyone in our community not only will know how to read, but will take advantage of the benefits reading can bring. Area residents will regularly use information to improve the quality of their lives (personal and job-related).

- The area will have a healthy economic climate, with successful local businesses and a fully employed workforce.

- The community will understand and respect people's differences, and will value and support strong and healthy families.

- The community will have a high degree of citizen participation in government, and in cultural and other activities which add to the quality of life.

Role Statement

A role is a concrete image for a library's service emphasis. The 1987 ALA publication, Planning and Role Setting for Public Libraries, suggests eight possible roles for public libraries. These are also listed in the Standards for Public Library Service in Alabama, pages 6-11. Explain how this project relates to the role or roles that you have selected for your library.

PAGE 4 OF APPLICATION

H. **PARTICIPATING LIBRARIES OR AGENCIES**: For all the parts on page 4 provide the information requested on the application form where applicable.

I. **ADVISORY GROUPS**: Provide the information requested on the application form.

PAGE 5 OF APPLICATION

J. **NEED**: Describe the need for this project. This section should describe needed services that the user is unable to obtain. Include appropriate documentation supporting the need for the project, such as results of surveys, comparison with standards, progress toward goals, community analysis, collection analysis, analysis of services, staff and patron comments, etc. Attach extra pages as necessary. Summarize any documentation that exceeds three pages. Up to five representative letters of support from members of the community may be included.

K. **GOALS**: Goals are long-range, broad, general statements describing a desired condition toward which the library will work. They should reflect the benefits of the project to the general public, library user, or target audience. The impact this project will have on the community should be emphasized in the goals developed for your program.

PAGE 6 OF APPLICATION

L. **PROGRAM OBJECTIVES**: Objectives are short-term, have a time-line, and are measurable. Activities are the actions you will take to achieve your objectives. Clear objectives will help you measure the benefits and impact stated in the goals.

PAGE 7 OF APPLICATION

M. **TIMETABLE FOR PROJECT**: Show a detailed timetable for all activities in accordance with the following instructions.

Title II Technology projects are for one year only. Title I and Title III projects may be for one, two, or three years.

For one year projects and for the final year of a multi-year project to be completed with FY1996 LSCA funds, simply fill in the blanks. Above the months, enter "96". The numbered months are for a twelve month contract; however, the specific months will not be known until the contracts are awarded.

The following instructions apply only to Title I and Title III multi-year projects. If you are starting a new multi-year project or if you applying for second and third year funding of a three year project, find the category (below) in which your project falls and follow the instructions:

(1) FY1996 is the first year of a multi-year project.
   (a) Make a photocopy of the timetable on page 7 for each year after the first year.
   (b) Complete the original page for the first year. Above the months, enter "96".
   (c) Complete the photocopied pages for each additional year, indicating the appropriate years above the months.
   (d) Insert the completed photocopied pages after page 7 of the application.

(2) FY1996 is the second year of a three year project.
   (a) Make a photocopy of the timetable on page 7 for the third year.
   (b) Complete the original page for the second year. Above the months, enter "96".
   (c) Complete the photocopied page for the third year, indicating the appropriate year above the months.
   (d) Insert the completed photocopied page after page 7 of the application.

PAGE 8 OF APPLICATION

N. **MEASUREMENT AND EVALUATION**: Provide the information requested on the application form.

O. **CONTINUED SERVICES**: Provide the information requested on the application form.

PAGE 8 OF APPLICATION

P. **MATERIALS EXPENDITURES**: Public libraries and public library systems must complete this section whether or not they are applying for a collection development grant. Enter the regular local government expenditures for library materials in FY1993 and FY1994, and enter the projected regular local government expenditures for library materials in FY1995 and FY1996. Exclude (a) matching local government cash expenditures for LSCA collection development grants and (b) gift funds.

The following requirements apply only to collection development grants:

1. Regular local government expenditures for library materials must be maintained at minimum levels as specified in the "Catalog of Subgrant Opportunities".
2. At least some library materials expenditures in FY1995 and thereafter must be funded with regular local government appropriations.

PAGES 9 - 12 OF APPLICATION

Q. **BUDGET INFORMATION**:

For collection development grants, use the table of average material prices (located at the front of the appendix section) as a unit cost guide.

Title II Technology projects are for one year only. Title I and Title III projects may be for one, two, or three years.

For one-year projects and for the final year of a multi-year project to be completed with FY1996 LSCA funds, simply fill in the blanks. Indicate "96" in part 1.

The following instructions apply only to Title I and Title III multi-year projects. If you are starting a new multi-year project or if you applying for second and third year funding of a three year project, find the category (below) in which your project falls and follow the instructions:

(1) FY1996 is the first year of a multi-year project.
    (a) Make a photocopy of the budget narrative (pages 9 - 12) for each year after the first year.
    (b) Complete the original pages for the first year, indicating "96" in part 1.
    (c) Complete the photocopied pages for each additional year, indicating the appropriate years in part 1.
    (d) Insert the completed photocopied pages after page 12 of the application.

PAGES 9 - 12 OF APPLICATION (Continued)

(2) FY1996 is the second year of a three year project.
- (a) Make a photocopy of the budget narrative (pages 9 -12) for the third year.
- (b) Complete the original pages for the second year, indicating "96" in part 1.
- (c) Complete the photocopied pages for third year, indicating the appropriate year in part 1.
- (d) Insert the completed photocopied pages after page 12 of the application.

PAGE 13 OF APPLICATION

R. **BUDGET SUMMARY**: "FY" refers to the federal fiscal year from which the money comes. Indicate amounts budgeted for the appropriate year(s), identifying the fiscal year carefully. After the totals have been entered on page 13, also enter the same totals in Section B (Project Budget) at the bottom of page 1.

S. **AUTHORIZATION OF REQUEST**: You are required by law to complete this page. No application will be considered for funding without the required signatures.

Submit one original and twenty copies of the application to be received at APLS by April 14, 1995. If you have questions, call Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 APPLICATION
FOR LSCA TITLE I, TITLE II TECHNOLOGY, AND TITLE III

(Submit one (1) original and twenty (20) copies by April 14, 1995)

Date Received
Project Number
Approved
Not Approved
DO NOT COMPLETE

Name of agency applying				
Name of project				
Address	City		State	Zip Code + 4
Project administrator	**All communications will be sent to this person**	**Fax telephone No.**	**Work telephone No.**	
Address (if different from above)	City		State	Zip code + 4

A. TYPE OF PROJECT:

☐ TITLE I — The Library Services and Construction Act (Title I) provides for assistance to States in the extension and improvement of library services in the following areas: (Check one)

	1. Collection Development (Inadequate Library Service)
	2. Technology Enhancement (Inadequate Library Service) List grant type here (see instructions).
	3. Extension/Outreach Services (Areas Without Service/With Inadequate Service)
	4. Services for the Disadvantaged
	5. Services to the Elderly
	6. Services for Handicapped Individuals
	7. Literacy
	8. Intergenerational Program
	9. Drug Abuse Education
	10. Community Information and Referral Centers
	11. Limited English-Speaking
	12. Services to State Institutions
	13. Major Urban Resource Library

☐ TITLE II TECHNOLOGY

☐ TITLE III — The Library Services and Construction Act (Title III) provides funding for programs to develop or enhance interlibrary cooperation and resource sharing. (Check one)

	1. Cooperative Library Network Grant
	2. Cooperative Library Network Planning Grant
	3. Southeastern Library Network (SOLINET) Membership Grant
	4. Grant for Developing the Capacity of Libraries for Interlibrary Cooperation and Resource Sharing through Technology
	5. School Library Reimbursement Grant

B. PROJECT BUDGET TOTALS: Enter here the totals from Section R (Budget Summary) on page 13, after you have completed Section Q (Budget Information) and all of Section R.

FY19__		FY19__		FY19__	
LSCA	LOCAL	LSCA	LOCAL	LSCA	LOCAL

C. **PROJECT SUMMARY:** Provide a brief summary of the project. Do not exceed 200 words.

D. **TARGET POPULATION:**

1. County(s) served: ______________________________
2. Estimated total number of persons to be served by this project: ________
3. (Check one) Does this project target:
   ___ the entire population of the legal service area, or
   ___ a special segment of the population?
4. If the project targets a special segment of the population, briefly describe their identifying characteristics(s). Indicate the source of your information (e.g. federal, state, or regional planning commission data).

E. **GOALS 2000:** See the instructions; then check the most appropriate goal(s). Goals 4 and 8 have not been listed because they fall more specifically under the purview of schools.

___ 1. All children will arrive at school ready to learn.

___ 2. The high school graduation rate will increase to at least 90%.

___ 3. Students will master challenging subject matter in the core subjects.

___ 5. U.S. students will be first in the world in math and science achievement.

___ 6. All adult Americans will be literate and have the skills necessary to compete in a global economy.

___ 7. Every school will be free of drugs and violence.

F. **PLANNING:** Who has been involved in planning this project? How has the planning taken place and over what period of time? (Include board members, staff, patrons, and related community organizations as appropriate.)

G. **LIBRARY'S LONG RANGE PLAN:** From the library's long range plan, explain how the vision, role(s), and relevant goals and objectives relate to this project. If vision and role statements are not currently part of the library's plan, see the instructions for information on how to develop them.

H. **PARTICIPATING LIBRARIES OR AGENCIES:**

Number	Type or Kind	Number	Type or Kind	Number	Type or Kind
	Public Libraries		Other Academic		Residential Schools
	Schools		Special		Other
	Vocational		Hospitals		
	Junior Colleges		Correctional		Total

Attach endorsements by participating agencies as appendix items at the end of the proposal.

List below all agencies counted above.

Name of Agency	Address	Telephone Number

If more than one library or agency is involved, attach a sheet showing how cash sharing arrangements and formulas were developed and showing the anticipated budget expenditures by each library or agency.

I. **ADVISORY GROUPS:** List advisory groups, if applicable. Note the function, frequency of meetings, and relationship to administering agency.

Name of Advisory Group	Function of Advisory Group	Frequency Of Meetings	Relationship To Administering Agency

J. **NEED** (See instructions):

K. **GOALS**: Explain the benefits to be derived from this proposal. Who will benefit and how will they benefit?

L. **PROGRAM OBJECTIVES:** List program objectives (**state them in measurable terms that address user needs**) and specific activities of the program related to the objectives. Begin all objective statements with the word "To...." Information regarding the timetable for all project activities is to be entered on Page 7 of this application.

Objective 1 To ______________________________

____

Activity a ______________________________

Activity b ______________________________

Activity c ______________________________

Activity d ______________________________

Objective 2 To ______________________________

____

Activity a ______________________________

Activity b ______________________________

Activity c ______________________________

Activity d ______________________________

Objective 3 To ______________________________

____

Activity a ______________________________

Activity b ______________________________

Activity c ______________________________

Activity d ______________________________

Objective 4 To ______________________________

____

Activity a ______________________________

Activity b ______________________________

Activity c ______________________________

Activity d ______________________________

IF YOU NEED MORE ROOM, ATTACH ADDITIONAL SHEETS IN THIS SAME FORMAT.

M. **TIMETABLE FOR PROJECT:** It is important that applicants for multi-year projects study the instructions carefully. Indicate on the chart below when each of the activities from the preceding page will begin and end.

Objective No.	Name Of Activity	FY19											
		Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
1	a												
	b												
	c												
	d												
2	a												
	b												
	c												
	d												
3	a												
	b												
	c												
	d												
4	a												
	b												
	c												
	d												
5	a												
	b												
	c												
	d												
6	a												
	b												
	c												
	d												

IF YOU NEED MORE ROOM, ATTACH ADDITIONAL SHEETS IN THIS SAME FORMAT.

N. **MEASUREMENT AND EVALUATION:** Based on your objective statements, describe how each objective of your project will be assessed as to its success or failure. Identify the kinds of data to be collected and maintained. Note who is to collect and evaluate data. Specify how you will show the impact of the project on the community.

O. **CONTINUED SERVICES:**

Will the project be continued with local funds when the grant period has ended? __Yes No__

If yes, describe the provisions you will make for continuing services initiated or assisted by the project after the termination of the grant. If no, explain why the project will not be continued.

P. **MATERIALS EXPENDITURES** Public libraries and public library systems must complete this section, whether or not they are applying for a collection development grant. (See the instructions):

FY1993:__________ FY1994:__________ FY1995:__________ FY1996:__________

Q. **BUDGET INFORMATION** It is important that applicants for multi-year projects study the instructions carefully.

1. Year: FY19___

2. Personnel Budget: List all project personnel by position title. Indicate Work Unit as either Hourly (H), Monthly (M), or Annually (A). Use Rate of Pay for that work unit. In the last three columns, round the figures to the nearest dollar. Attach job descriptions, resumes, and Social Security numbers of current library staff who will be working on this project; attach job descriptions for project personnel to be hired.

POSITION	Work Unit (H, M or A)	Number Of Work Units	Rate of Pay Of Work Units	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
			TOTAL			

3. Fringe Benefits: List by type: Social Security, Medical and Health Insurance, Workers Compensation, etc. Round figures in last two columns to the nearest dollar.

TYPE	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
Social Security	▨		
Medical and Health Insurance	▨		
Life Insurance	▨		
Workers Compensation	▨		
Other (Specify)	▨		
	▨		
	▨		
TOTAL	▨		

Q. **BUDGET INFORMATION** (Continued)

4. **Travel:** All travel must be directly related to furthering the purposes of this project. Round figures in last three columns to the nearest dollar.

TRIPS					LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
FROM/TO	Trip Miles	No. Trips	Total Miles	Rate			
		TOTAL		▨			

5. **Equipment:** Describe all equipment to be purchased for the project. Include any proposed audiovisual equipment. Indicate where equipment will be located. Round figures in last three columns top the nearest dollar.

EQUIPMENT ITEMS	LOCATION	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
	TOTAL			

Q. BUDGET INFORMATION (Continued)

6. Supplies: Include all supplies to be purchased for the project. Round figures in last three columns to the nearest dollar.

SUPPLY ITEMS	COST PER UNIT	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
	TOTAL			

7. Contractual: Contractual services from another agency, such as cataloging and processing, consultant services, program speakers, rental of equipment for project operation, etc. Round figures in last three columns to the nearest dollar.

SERVICES PROVIDED	CONTRACTOR	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
	TOTAL			

Q. **BUDGET INFORMATION** (Continued)

8. Library Materials: List by format (books, periodical backfiles, sound or video recordings, etc.) and provide subject categories for books, e.g. Books-Technology. List quanitities and average unit costs. Unit costs may include the cost of preprocessing or processing packets. Use the table of average material prices (located at the front of the appendix section) as a unit cost guide. Round figures in last three columns to the nearest dollar.

MATERIAL TYPES	Quan-tity	Unit Cost	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
		TOTAL			

9. Other Expenditures: Rent, postage, telephone, printing, etc. Round figures in last three columns to the nearest dollar

ITEMS	DESCRIPTION	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
Rent				
Postage				
Telephone				
Other (Specify)				
	TOTAL			

R. **BUDGET SUMMARY:** Give the budget summary for this project. For two- or three-year projects, show all years including amounts approved for years already completed or under way.

BUDGET CATEGORY	FY19__ LSCA	FY19__ LOCAL	FY19__ LSCA	FY19__ LOCAL	FY19__ LSCA	FY19__ LOCAL
Salaries						
Fringe Benefits						
Travel						
Equipment						
Supplies						
Contractual						
Library Materials						
Other						
TOTAL						

S. **AUTHORIZATION OF REQUEST:**

We, the undersigned, (1) understand the conditions and requirements set forth in the "Federal Public Library Programs" section of the Alabama Public Library Service Administrative Code effective December 15, 1994, and (2) on behalf of the state agency or city and/or county governments which support this library, agree to adhere to them. We (3) certify that this application has been approved by the Board of Trustees of the Library.

(Signed) ______________________________ ____________
Project administrator Date

(Signed) ______________________________ ____________
Library director Date

(Signed) ______________________________ ____________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________________ ____________
Governmental official authorized to receive and disburse funds, if different from the above Date

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT INSTRUCTIONS FOR LSCA TITLE II CONSTRUCTION

NAME OF AGENCY APPLYING, MAILING ADDRESS, AND PROJECT ADMINISTRATOR: Correspondence regarding the Notice of Intent will be sent to the project administrator. The project administrator must have full authority to coordinate the project and must be a salaried employee of the agency applying or the director of a public library system where the applicant is a member library.

I. **ELIGIBILITY:** Only agencies described in A. and B. are eligible to apply for Title II funds.

II. **REQUIRED DOCUMENTATION:** Required documents are listed in the State Aid Rules and Regulations, a copy of which is included at the end of the appendix. However, if you do not have a copy, call Library Development to get one. If you are not sure whether your library's Official Documents file is up to date, call and ask. If you find that you must submit additional state aid documentation, send one copy only, attached to the original copy of the Notice of Intent.

III. **PRIORITY:** Only the priorities listed are eligible for Title II funds.

IV. **TYPE OF CONSTRUCTION:** Only the types listed are eligible for Title II funds, and they are listed in order of priority.

V. **POLITICAL AREAS SERVED:**

1. County: Enter the Alabama county or counties in the library's legal service area (as defined by establishment resolution or contract).

2., 3. and 4. Alabama House, Alabama Senate, and U.S. Congressional District(s) in the library's legal service area (as defined by establishment resolution or contract).

VI. **PROGRAM DESCRIPTION:** The proposed construction must be justified in terms of improved service to the community.

VII. **ACCOMPLISHMENTS TO DATE:** Use this section to describe what has already been accomplished toward this project. If a section is not applicable to your project (such as: C. Preparing expansion or renovation plans) mark it "N/A." If you have not yet begun work on any section, say so.

VIII. **PROPOSED LIBRARY BUILDING SUMMARY:** These figures should be based on the actual size of the present library space and the projected needs of the area population in the future. The figures are tentative, and may be revised, if necessary, before the final application is submitted.

IX. **ESTIMATED ITEMIZED EXPENDITURES AND REVENUE OF PROJECT:** The itemized expenditures and revenue shown on the Notice of Intent are tentative, although they should represent the best available estimates. They may be revised, if necessary, before the final application is submitted.

X. **LOCAL AUTHORIZATION:** The resolution(s) authorizing a library board to apply for federal funds are a necessary part of the application. If you have questions, call Library Development.

Provide all required signatures.

Submit one original and two copies of the notice of intent to be received at APLS by February 10, 1995. If you have questions, call Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 NOTICE OF INTENT
FOR LSCA TITLE II CONSTRUCTION

(Submit one (1) original and two (2) copies by February 10, 1995)

Name of agency applying			
Address	City	State	Zip Code + 4
Project administrator All communications will be sent to this person	Fax telephone No.	Work telephone No.	
Address (if different from above)	City	State	Zip code + 4

I. **ELIGIBILITY** (Check one only):

____ A. The agency applying is a public library or system eligible to receive state aid directly.
____ B. The agency applying is a public library eligible to receive state aid through a system office.

II. **REQUIRED DOCUMENTATION** (Check one only):

____ A. All state aid required documents are already on file at APLS.
____ B. Documents required for state aid are enclosed. (One copy each)

III. **PRIORITY** (Check one only):

____ A. Public library main facility
____ B. Branch library

IV. **TYPE OF CONSTRUCTION** (Check one if public library main facility or branch library):

____ A. New stand-alone building construction excluding portable units
____ B. Addition to existing building
____ C. First-time renovation or alteration for use as a public library
____ D. Renovation of an existing building to meet requirements of the Americans With Disabilities Act
____ E. Library portion of a multipurpose building
____ F. Remodeling to ensure a safe working environment

V. **POLITICAL AREAS SERVED**:

1. County(s) served:______________________________
2. Alabama House District(s) served:____________________
3. Alabama Senate Districts(s) served:__________________
4. U.S. Congressional District(s) served:_________________

VI. **PROGRAM DESCRIPTION**: Briefly describe the proposed construction. Explain what it will add to the library's current program of service to the community.

VII. **ACCOMPLISHMENTS TO DATE**: Explain briefly what has been accomplished to date with relation to the following topics as they apply to this application. (REMEMBER THAT ALL PLANS AND CONTRACTS MUST BE APPROVED BY APLS BEFORE THEY ARE SIGNED BY THE PARTICIPATING PARTIES IN ORDER FOR A PROJECT TO BE ELIGIBLE FOR LSCA FUNDS.)

A. Hiring a building consultant:

B. Preparing a building program:

C. Preparing expansion or renovation plans:

D. Preliminary architect's drawings:

E. Site acquisition:

F. Fund raising:

G. Other preliminary work toward the project:

VIII. PROPOSED LIBRARY BUILDING SUMMARY:

	Existing Library Space	At Completion
A. Total floor area in square feet:	____________	____________
B. Volume capacity:	____________	____________
C. Patron seating capacity (total):	____________	____________
1. Public area seating:	____________	____________
2. Meeting room seating:	____________	____________

IX. ESTIMATED ITEMIZED EXPENDITURES AND REVENUE OF PROJECT:

A. Total estimated **construction expenditures** by category:

1. Planning and architect's fees: ____________
2. Site acquisition cost: ____________
3. Site preparation cost: ____________
4. Construction costs: ____________
5. Equipment and furniture: ____________
6. Other (specify): ____________

Total estimated **construction expenditures**: ____________

C. Total estimated **revenue** by source of funds:

1. Local:
    a. Appropriated by local government: ____________
    b. Gifts: ____________
    c. Other (specify): ____________

Subtotal, local funds: ____________

2. Federal (LSCA Title II): ____________

Proposed project's estimated total **revenue**: ____________
(Add total local funds and total federal funds)

X. LOCAL AUTHORIZATION:

Since library boards may not hold real property in the State of Alabama, it is necessary that the county and/or municipality which will fund the project and which will hold title to the property pass a resolution authorizing application for LSCA Title II funds. Attach a copy of the authorizing resolution from the governmental body which will fund the project and a copy of the resolution from the body that will hold title to the property, if different from the funding body.

(Signed) ______________________________ ______________
Project administrator Date

(Signed) ______________________________ ______________
Library director Date

(Signed) ______________________________ ______________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________________ ______________
Governmental official authorized to receive and disburse funds, if different from the above. Date

FY1996 APPLICATION INSTRUCTIONS
FOR LSCA TITLE II CONSTRUCTION

Additional information about the application process can be found in Federal Public Library Programs in Alabama.

NAME OF AGENCY APPLYING: Enter the name of the library or system requesting LSCA funds.

MAILING ADDRESS: Enter the full mailing address to which all project correspondence is to be directed.

PROJECT ADMINISTRATOR: All communication will be directed to the project administrator (the person designated to be responsible for the implementation of the project). The project administrator must have full authority to coordinate the project and must be a salaried employee of the agency applying or the director of a public library system where the applicant is a member library.

PHONE: Enter the telefax and voice telephone numbers, including the extension, of the Project Administrator.

NAME, ADDRESS, PHONE, AND REGISTRATION NUMBER OF ARCHITECT: An architect must be engaged by the library and must be licensed by the State of Alabama to practice his or her profession in the State.

NAME, ADDRESS, AND PHONE OF BUILDING CONSULTANT: The building program must be developed with assistance of a library building consultant with an MLS or MLS librarian with experience in developing library building programs.

I. **PRIORITY:** Only the priorities listed are eligible.

II. **TYPE OF CONSTRUCTION:** Only the types listed are eligible.

III. **PROJECT BUDGET SUMMARY:** LSCA funds requested may represent up to half of the total estimated project costs, provided that the local cash match equals or exceeds the amount of federal money requested.

IV. **DEMOGRAPHIC INFORMATION:** Use the most current census data available. Additional acceptable sources are federal, state, or regional planning commission figures.

A. **Indicate the total number of persons** in your legal service area now. as defined by your establishment resolution or by contract.

B. **Indicate the projected total number of persons** expected to be in your legal service area in twenty years. Indicate your source in the blank provided and attach relevant documentation.

V. **LIBRARY BUILDING SUMMARY**: The applicant will explain these figures in detail in the written building program (section X).

VI. **ESTIMATED ITEMIZED EXPENDITURES AND REVENUE OF PROJECT**: Attach additional pages, if necessary, to list "Other" expenditures or local support.

VII. **ASSURANCE OF LOCAL FUNDING SUPPORT**: Expenditure projections must take into account changes in staffing, utilities, etc., related to the new or expanded building.

VIII. **NEED**: Summarize any documentation that exceeds three pages.

IX. **PLANNING**: It is important that the groups who will benefit from the project be involved in planning.

X. **WRITTEN PROGRAM**: The written library building program (which is considered a part of the application) must include the following:

TABLE OF CONTENTS

OVERVIEW AND INTRODUCTION: A general introduction to the project with an overview of the need for the project along with a time schedule for the project. Describe the roles of the library building team members.

COMMUNITY ANALYSIS: Provide an in-depth understanding of the particular community by describing and analyzing all relevant factors which will have an effect upon the library's plan of service and its ability to fund and continue to maintain and operate a new facility.

Governmental Agencies: List the members of all governmental agencies which will have influence on the planning of the new facility such as the:

City Council
County Commission
Library Boards (Local and System)
School Board (if applicable)

Further, if these agencies are providing capital improvement funds for the project and if the membership will change due to elections before the grant year during which the funds will be appropriated for the project, this change must be indicated.

Location: Give general information locating the project, community and county within the state. Area maps and a city map must be included to help locate the proposed library site.

Demography: The Code of Alabama provides for the establishment of four types of public libraries. The four types and the service area of each type are as follows:

Library Type	Service Area
1. Library established by a county commission	County
2. Library established by the governing body of a municipality	Municipality
3. Joint public library	Area defined by contract among parties
4. District library	Legally defined boundaries of the district

Indicate the proposed library type and service area. Provide an estimate of the population to be served for the next twenty years. Provide documentation for this estimate; include any projections of the age, socio-economic and educational factors of the population during the time period.

Use this information to determine the types, sizes and allocation of collections and public seating for the library (which will directly impact the size of various spaces in the facility space allocation).

INSTITUTIONAL ANALYSIS: Give a description of the library and the library administration's plans to provide service and access to information of all kinds in all forms for the user community.

History of the Library: Include a brief history of the development of the library.

Philosophy of Library Service: Include the library mission statement and goals and objectives for library service to the community.

Library Long-Range plan of Service: Include a 20-year plan for service for the proposed library building. This plan will project services, resources and spaces made available in the proposed facility over the next 20 years, based on the Standards for Public Library Service in Alabama, (1988), and will provide comparisons to the range of services, resources and spaces currently available.

Relate this plan to the system long range plan if the library is a member of a system. If the library is not a member of a system, the long range plan must take into account the relationship of the proposed construction to any other existing or projected libraries or branches in the county. Include evidence of joint planning, if possible.

Library Collections: Include a section which clearly describes the current status of all the library's collections and the projected capacity of the new building. There must be a discussion of why certain collections will grow to the capacity specified with justification based on demographic information, previous library purchasing patterns and verifiable library use statistics (e.g., circulation).

Include a table which shows the conversion factors (volumes/linear foot, volumes/square foot, etc.) used to calculate the linear feet of shelf space and, ultimately, the square footage and types of shelving required to house each of the collections described.

Staff Organization of the Library: Include a discussion of the current and projected staff organization for the library.

Hours of Operation: Include a statement of the current and projected number of hours that the library is/will be open.

Operational Financial Plan: Include a current operating budget showing all income and disbursements by category as well as a projected budget for operating the library during the first year in the new building. The overall amount for operations in this new budget comprises the financial commitment of the local funding agencies.

Space and Cost Estimate Analysis: Include an estimate of the amount of new space needed based upon the library service area and state standards. In addition, the program must include a budget estimate of the cost of the capital improvement project showing sources of funds as well as anticipated disbursements.

FACILITY SPACE REQUIREMENTS:

Spatial and/or Relative Interaction Diagram: Include a sketch which shows the spatial relationships among the various areas of the library and/or a diagram which shows the same information.

Summary of Facility Space Requirements: Include a summary page of the various spaces in the proposed library showing square footage, number and types of collections and seating requirements for each space.

Space Description with Architectural Requirements: Include a specific description of each individual space as well as a general narrative section which addresses the following items:

> Square Footage, Occupancy by Staff and Public, Number and Types of Collections, Functional Activity Descriptions, Description of Important Spatial Relationships, Flexibility, Expandability, Staff Efficiency, Energy Efficiency, Fenestration, Building Materials, Handicapped Access, Acoustics, Vertical Transportation (if a multi-story building), Environmental Conditions, Electrical Power Supply, Illumination, Communications, Computer Applications, Security Systems, Signs and Display, Layout of Furniture and Equipment, Audio-Visual Aspects and Visual Supervision.

Master List of Furniture and Equipment with Costs: Include a master list of all furnishings and equipment with cost estimates to help form the basis of the equipment budget.

SITE ANALYSIS (Optional in the Building Program. May be included as a separate part of the application. Whether submitted here or separately, the Site Analysis must include the following parts.)

Site Availability: An indication of the date by which title to the site will be obtained by the city or county must be given. If the site is not owned by the city or county at the time the application is due, an option to purchase must accompany the application.

Site Legal Considerations: Clear title in fee simple to the site on which the library project will be constructed must be obtained by the agency which will hold the title prior to the encumbrance of federal or state funds for the project. To demonstrate clear title in fee simple, the applicant must submit an Attorney's Certificate of Clear Title in Fee Simple.

If the proposed site is to be leased rather than purchased, evidence of a lease with a guarantee of library use of the facility for 20 years must be submitted.

Site Financial Considerations: The purchase price and fair market value of the site is to be indicated.

Site Use Potential: The site must be appropriately located in the library service area, visible and easily accessible to both automobile and pedestrian traffic. Describe how the site was selected and the benefits of the selected location.

Site Size: The site must be large enough to accommodate the building, parking, and setbacks required by code and future expansion of the library.

XI. **DOCUMENTATION ON FILE AT APLS:** Federal and state regulations require that copies of the documentation listed be on file at APLS.

XII. **ASSURANCES:** All federally required assurances apply to all recipients of federal funds used for construction purposes.

XIII. **CERTIFICATION OF APPLICATION:** Since library boards may not hold real property, it is necessary to have the application signed by a designated city or county official in addition to the library administrators.

Submit one original and twenty copies of the application, along with three copies of the building program, to be received at APLS by April 14, 1995. If you have questions, contact Library Development (1-800-723-8459).

ALABAMA PUBLIC LIBRARY SERVICE

FY1996 APPLICATION FOR LSCA TITLE II CONSTRUCTION

(Submit one (1) original and twenty (20) copies by April 14, 1995)

Date Received
Project Number
Approved
Not Approved.
DO NOT COMPLETE

Name of agency applying

Project administrator | Fax telephone No. | Work telephone No.

Agency's address | City | State | Zip Code + 4

Architect | Architect's registration no. | Fax telephone No. | Work telephone No.

Architect's address | City | State | Zip code + 4

Building consultant | Fax telephone No. | Work telephone No.

Building consultant's address | City | State | Zip code + 4

I. **PRIORITY:** Check one.

____ A. Public library main facility
____ B. Branch library

II. **TYPE OF CONSTRUCTION:** Check one if public library main facility or branch library.

____ A. New stand-alone building construction excluding portable units

____ B. Addition to existing building

____ C. First-time renovation or alteration for use as a public library

____ D. Renovation of an existing building to meet requirements of the Americans With Disabilities Act

____ E. Library portion of a multipurpose building

____ F. Remodeling to ensure a safe working environment

III. **PROJECT BUDGET SUMMARY:** Local funding for the project must equal or exceed the federal LSCA funding on a dollar for dollar cash match basis. The availability of the local cash match must be verified in writing by the time the contract for LSCA funds is signed. In-kind services or gifts of land or buildings may not be used in lieu of any portion of the required cash match, although they may be included as a part of the total building project.

A. LSCA Title II funds: $____________

B. Local cash match (must equal or exceed A): $____________

C. Value of other local support (if any): $____________

D. Total estimated project costs: $____________

IV. DEMOGRAPHIC INFORMATION:

A. What is the total number of persons in your legal service area now? ____________

B. What is the projected total number of persons expected to be in your legal service area in twenty years? (Attach documentation.)
____________ Source: ______________________________

V. LIBRARY BUILDING SUMMARY:

	Existing Library Space	At Completion
A. Total floor area in square feet:	________	________
B. Volume capacity:	________	________
C. Patron seating capacity (total):	________	________
1. Public area seating:	________	________
2. Meeting room seating:	________	________

VI. ESTIMATED ITEMIZED EXPENDITURES AND REVENUE OF PROJECT:

A. Total **construction expenditures** by category:

1. Planning and architect's fees: ________
2. Site acquisition cost: ________
3. Site preparation cost: ________
4. Construction costs: ________
5. Equipment and furniture: ________
6. Other (specify): ________

Total estimated construction expenditures: ________

B. Total **revenue** by source of funds:

1. Federal (LSCA Title II): ____________

2. Local:

a. Cash from local appropriation: ____________

b. Cash gifts: ____________

c. Other local support (Specify): ____________

____

Subtotal, LOCAL FUNDS: ____________

Proposed project's estimated TOTAL REVENUE: ____________
(Add total federal funds and total local funds)

VII. **ASSURANCE OF LOCAL FUNDING SUPPORT**:

To indicate the history of funding from local governmental units for library operation and to project future funding support, document the amount of expenditures for library services from money appropriated by municipalities and counties in the years given:

Actual Expenditures	Projected Expenditures (Estimates are acceptable)
____________ FY1992	____________ FY1995
____________ FY1993	____________ FY1996
____________ FY1994	____________ FY1997

VIII. **NEED**:

Attach a statement describing the need for this project and explaining how you have determined the need. Include appropriate documentation supporting the need for the project (such as results of surveys, comparison with standards, community analysis, collection analysis, analysis of services, staff and patron comments, letters and resolutions adopted by local government, letters from legislators, etc.).

IX. **PLANNING**:

Attach a statement explaining who has been involved in planning this project. How has the planning taken place and over what period of time? (Include consultants, board members, staff, patrons, and related community groups as appropriate.)

X. WRITTEN BUILDING PROGRAM:

Attach a complete building program developed with input from the library board, staff, and, where applicable, the system administration. The building program must be developed with the assistance of a library building consultant with an MLS or MLS librarian with experience in developing library building programs. A building program must give assurance that the proposed facility is necessary and appropriate to provide adequate service to an area unserved or underserved by its current facility. See the instructions for the information to be included.

XI. DOCUMENTATION:

Before construction can begin, the following must be sent to APLS.

A. Copies of resolutions authorizing the application (submitted with the Notice of Intent).

B. Copies of all building plans and specifications.

C. A copy of the regional planning commission's documentation of projected population growth for the area.

D. A copy of the title or long-term lease for the building site.

E. A copy of the tabulation of bids received showing the bid accepted. (The architect will prepare.)

F. Copies of all contracts relating to the project, including agreements between the owner and the building consultant and the owner and the architect (Alabama Building Commission contract ABC 3-D). NO CONSTRUCTION CONTRACTS MAY BE ENTERED INTO UNTIL APLS AND THE ALABAMA BUILDING COMMISSION HAVE APPROVED THE PROJECT AND THE CONTRACTS.

G. After the project has begun, all amendments must be submitted to APLS for approval prior to execution.

XII. ASSURANCES:

Written assurance of compliance with specific federal regulations is mandatory. A subgrantee must sign **OMB Standard Form 424D, Assurances -- Construction Programs**, and return it to APLS with the signed contract for LSCA funds. In addition subgrantees must submit written assurance of compliance with the following:

A. Flood Plains. Projects funded under this program must evaluate flood hazards and avoid uneconomic, hazardous, or unnecessary use of flood plains in accordance with Executive Order 11988 (43 FR 6030 2/10/78).

B. Handicapped Accessibility. A subgrantee shall comply with the Federal regulations on access by the handicapped that apply to construction and alteration of facilities. These regulations for non-residential facilities are at 41 CFR Subpart 101-19.6.

A subgrantee will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117.1.1961, as modified (41 CFR 101.17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

C. Contracts for other than small purchases shall contain provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (34 CFR 80.36(i)(1)).

D. All contracts in excess of $10,000 shall contain provisions for termination for cause and for convenience by the subgrantee including the manner by which it will be effected and the basis for settlement. (34 CFR 80.36(i)(2).

E. All contracts and subcontracts in excess of $10,000 shall contain provisions showing compliance with the "Equal Employment Opportunity" order (Executive Order 11246 of 9/24/65, amended by Executive Order 11375 of 10/13/67, and 41 CFR Chapter 60) (34 CFR 80.36(i)(3).

F. All contracts shall contain provisions showing compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163). (34 CFR 80.36(i)(13).

A grantee shall comply with Standard 90-75 of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers in designing and constructing facilities built with project funds. (34 CFR 75.616)

G. In planning for and designing facilities, a subgrantee shall observe:
1. The standards under the Occupational Safety and Health Act of 1970 (Pub. L. 91-576) (See 36 CFR Part 1910); and
2. State and local codes, to the extent that they are more stringent.

A. Flood Plains. Projects funded under this program must evaluate flood hazards and avoid uneconomic, hazardous, or unnecessary use of flood plains in accordance with Executive Order 11988 (43 FR 6030 2/10/78).

B. Handicapped Accessibility. A subgrantee shall comply with the Federal regulations on access by the handicapped that apply to construction and alteration of facilities. These regulations for non-residential facilities are at 41 CFR Subpart 101-19.6.

A subgrantee will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117.1.1961, as modified (41 CFR 101.17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

C. Contracts for other than small purchases shall contain provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (34 CFR 80.36(i)(1)).

D. All contracts in excess of $10,000 shall contain provisions for termination for cause and for convenience by the subgrantee including the manner by which it will be effected and the basis for settlement. (34 CFR 80.36(i)(2).

E. All contracts and subcontracts in excess of $10,000 shall contain provisions showing compliance with the "Equal Employment Opportunity" order (Executive Order 11246 of 9/24/65, amended by Executive Order 11375 of 10/13/67, and 41 CFR Chapter 60) (34 CFR 80.36(i)(3).

F. All contracts shall contain provisions showing compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163). (34 CFR 80.36(i)(13).

A grantee shall comply with Standard 90-75 of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers in designing and constructing facilities built with project funds. (34 CFR 75.616)

G. In planning for and designing facilities, a subgrantee shall observe:
   1. The standards under the Occupational Safety and Health Act of 1970 (Pub. L. 91-576) (See 36 CFR Part 1910); and
   2. State and local codes, to the extent that they are more stringent.

XIII. CERTIFICATION OF APPLICATION:

I certify the preceding application of the ______________________________ (name of library) to be true and accurate to the best of my knowledge. I hereby assure and certify that I will comply with the regulations, policies, guidelines and requirements as they relate to acceptance of the application and use of federal funds for this federally-assisted project. Upon approval of this application, construction of the project will begin promptly and will be completed in accordance with the application. All contracts for library construction shall be awarded to the lowest responsible bidder on the basis of open competitive bidding in accordance with section 41-16-50 of the Code of Alabama, 1975.

(Signed) ______________________________ ______________
Project administrator Date

(Signed) ______________________________ ______________
Library director Date

(Signed) ______________________________ ______________
Chairman or Vice-Chairman, Board of Trustees Date

(Signed) ______________________________ ______________
Governmental official authorized to receive and disburse funds, if different from the above. Date

(Signed) ______________________________ ______________
City or county official authorized by ordinance or resolution of the governing body to make application. Date

____
Title of city or county official

ALABAMA PUBLIC LIBRARY SERVICE
CONTINUING EDUCATION GRANT PROGRAM

Public library trustees in Alabama and library personnel employed full-time in Alabama public libraries are eligible to apply for a limited number of grants for Continuing Education in Librarianship. These grants are funded by LSCA Title I funds.

Awards will be made for continuing education activities such as a workshop, institute or seminar. Under this program awards are available for courses in which an applicant is not working toward a degree in a library school program. Requests from library personnel to attend library association conferences will not be considered.

Grants will be considered on a first-come, first-served basis. Requests for reimbursement for programs already attended will not be considered. An applicant may apply for workshop fees and expenses not to exceed $800. If the fee of a program does not include room and board, a daily stipend up to a maximum of $60.00 will be allowed to cover the costs of lodging and meals. Applicants are responsible for their travel expenses.

To request a continuing education grant, all applicants must submit an application. Application forms are available from the administrative office of APLS.

In addition, APLS may award up to five $1,000 grants to Alabama Public Library Trustees to attend the American Library Association Annual Conference. These grants may include the cost of conference fees, room, board and travel. Trustees requesting funds to attend ALA must submit a letter of application which includes the following: date of application, name, title, name of library, address, business or home telephone numbers, purpose of attendance, name and dates of programs trustee will attend, and amount of money requested.

All persons awarded a grant must agree to submit a written evaluation of the program attended. Only one continuing education grant per library is awarded at any one time. An applicant is not eligible for a grant if he or she has had one during the 12-month period prior to the date of the proposed program.

If the request is approved, the participating library will be reimbursed for continuing education costs after the written evaluation is received.

Alabama Public Library Service
6030 Monticello Drive
Montgomery, AL 36130

APPLICATION FOR CONTINUING EDUCATION GRANT IN LIBRARIANSHIP

Date of Application: ____________________ Business Telephone: ____________

Name of Applicant: ____________________________ Title: ______________

Name of Library: ____

Address of Library: ____

Name of CE Activity: ____

Name of Provider: ____

Location of CE Activity: ____

How did you find out about the activity? ___________________________

____

Activity Date(s): From ____________________ To ____________________

How much is registration fee?...................$ __________

How much is tuition fee?.......................$ __________

Total fee:....................$ __________

Does the total fee include lodging? Yes ___ No ___

Does the total fee include meals? Yes ___ No ___

Will you require lodging and/or meals? Yes ___ No ___

How much is lodging if not included in total fee?.............$ __________

How much are meals if not included in total fee?.............$ __________

Total expenses (fees, lodging, and meals):...$ __________

Grant awards may not exceed the amount allowed under the Administrative Rules of the Alabama Public Library Service. If your expenses will be greater than the amount allowed under the Rules, the additional expenses must be paid from local sources. See the information sheet accompanying this application form.

APPLICATION FOR CONTINUING EDUCATION GRANT IN LIBRARIANSHIP (page 2)

Are you a full-time employee? Yes ___ No ___

List major tasks you presently perform (not just your job title):

____

____

Purpose of attendance (relate how this training program will help your present position):

____

____

____

____

Has your library applied for any other APLS grants for continuing education activities occurring at the same time as the activity in this application?

Yes ___ No ___

Have you (as an individual) received a CE grant with the last 12 months?

Yes ___ No ___

Are you willing to submit a written evaluation? Yes ___ No ___

Signature of Applicant: ______________________________

Signature of Head Librarian/Supervisor: ______________________________

Signature of Board President when Head Librarian and/or Library Trustee is/are applying: ______________________________

Return completed form, along with flier describing the workshop, to:

CONTINUING EDUCATION GRANT PROGRAM
ATTN: Fred D. Neighbors
Assistant Director
Alabama Public Library Service
6030 Monticello Drive
Montgomery, Alabama 36130

A Program of the Alabama Public Library Service
Funded through the Library Services and Construction Act

ALABAMA PUBLIC LIBRARY SERVICE
PROFESSIONAL TRAINING GRANT PROGRAM

Description

For the academic year 1995-1996 the Alabama Public Library Service will offer one (1) full-time and several part-time professional training grants. A full-time grant of up to $6,000 is available to an Alabama resident willing to work two years in an Alabama public library upon completion of the degree. Part-time grants are offered to current employees of Alabama public libraries or APLS. No single part-time grant may exceed $2,000, and the total of all part-time grants awarded to a recipient may not exceed $4,000. The completed application is due May 1, 1995, at The Alabama Public Library Service, 6030 Monticello Drive, Montgomery, AL 36130.

The rules and regulations for this program begin on the next page.

CONTACT FOR FURTHER INFORMATION

For professional training grant applications or more information on the training grant program of the Alabama Public Library Service write or call:

Professional Training Grant Program
ATTN: Fred D. Neighbors
Assistant Director
Alabama Public Library Service
6030 Monticello Drive
Montgomery, Alabama 36130

(334) 213-3900
1-800-392-5671 (in Alabama)

520-2-1-.09 Professional Training Grants (LSCA)

(1) PURPOSE

(a) To encourage college graduates to enter the library profession, the Executive Board of the Alabama Public Library Service (APLS) annually awards grants for study leading to a master's degree from a library school accredited by the American Library Association. Long-term out-of-service professional training grants are awarded from federal Library Services and Construction Act (LSCA) funds administered by the Alabama Public Library Service. As such, these grants may be awarded only when federal funds are available.

(b) All grants are awarded on the basis of candidates' academic records, graduate admissions test scores, and personal and professional references. In addition, candidates for a full-time grant will be interviewed by the Education Subcommittee of the LSCA Avisory Council.

(c) To enable public library trustees and library personnel to attend continuing education activities, APLS awards continuing education grants.

(2) FULL-TIME PROFESSIONAL TRAINING GRANT

(a) An applicant for a **FULL-TIME** professional training grant must be a resident of Alabama and a citizen of the United States. A recipient must have completed less than six semester hours (or the equivalent) toward the graduate library degree at the time the award is made. Further, a recipient of a full-time grant must agree to work two continuous years in a professional position in an Alabama public library beginning no later than ninety days after graduation from library school.

(b) Should a full-time grant recipient not obtain a full-time professional level position in an Alabama public library within 90 days after graduation, the APLS director may (1) enter into a contract with a public library board for employment of the individual or (2) request that the APLS Executive Board waive the two-year employment requirement. Either of the two actions shall be initiated by the APLS director.

(c) The deadline for receipt of completed grant applications (application form and supporting documents) is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on professional training grants at its June meeting. Grant applicants will be notified of the Board's decision no later than ten working days following the meeting.

(d) Application must be made on forms supplied by APLS and must include:

1. proof of acceptance at a library school accredited by the American Library Association;

2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;

3. certified copy of the score of either the GRE or MAT admission test;

4. three written recommendations.

(e) The applicant is responsible for distributing the recommendation forms to the three references.

(f) A recipient of a grant must agree that copies of grades from courses funded by the grant will be supplied to APLS.

(g) The definition of "full-time" is determined by the definition established by the library school named by the applicant.

(h) The award amount of the full-time professional training grant shall be up to $6,000 for continuous full-time attendance for one twelve-month period.

(3) METHOD OF PAYMENT

(a) The full-time professional training grant recipient and the university must sign contracts with the Alabama Public Library Service agreeing to carry out the terms of the award. Payment of the actual grant money will be made to the university, which by contract must agree to disburse the funds to the grant recipient each semester (or equivalent session).

(b) If, for any reason, a grant recipient is unable to complete the full program for the degree, the recipient will be required to refund, with interest, the total amount of money received. A proportionate refund, with interest, must also be made if the recipient works less than the required time in an Alabama public library or APLS.

(4) PART-TIME PROFESSIONAL TRAINING GRANTS

(a) An applicant for a part-time professional training grant must be a resident of Alabama and a citizen of the United States. Further, a part-time grant applicant must:

1. be an employee of an Alabama public library or APLS;

2. have written approval of his or her library administration and board;

3. agree to continue to work in an Alabama public library while completing the program of study.

(b) The deadline for receipt of completed grant applications (application form and supporting documents) is May 1. The LSCA Advisory Council will review the applications and forward their recommendations to the Executive Board of the Alabama Public Library Service. The Executive Board of the Alabama Public Library Service will make the final decisions on grants at its June meeting. Grant applicants will be notified of the Board's decision no later than ten working days following the meeting.

(c) Application must be made on forms supplied by APLS and must include:

1. proof of acceptance at a library school accredited by the American Library Association;

2. certified transcript from the institution awarding the applicant's undergraduate degree and certified transcripts of any graduate work;

3. certified copy of the score of either the GRE or MAT admission test;

4. three written recommendations.

(d) The applicant is responsible for distributing the recommendation forms to the three references.

(e) A recipient of a grant must agree that copies of grades from courses funded by the grant will be supplied to APLS.

(f) A recipient may receive one or more grants while attending library school. No single grant may exceed $2,000, and the total of all grants awarded to a recipient may not exceed $4,000.

(g) The definition of "part-time" is determined by the definition established by the library school named by the applicant.

(5) METHOD OF PAYMENT

(a) Payment of funds for part-time grants will be made to the public library employing the grant recipient. The public library by contract must agree to disburse the funds to the grant recipient each semester (or equivalent session) and must agree to file an evaluation form required by APLS in its administration of the Library Services and Construction Act.

Author: Jimmy Dismukes, APA Secretary
Statutory Authority and Location Thereof: Code of Alabama, 1975.
Section 41-8-6.
History: Effective October 1, 1982.
  Adopted by APLS Executive Board, December 6, 1988.
  Effective January 1, 1990.
  Effective January 1, 1991.
  Effective December 17, 1992.
  Effective December 16, 1993.
  Effective December 15, 1994.

ALABAMA PUBLIC LIBRARY SERVICE
PROFESSIONAL TRAINING GRANT PROGRAM
APPLICATION FORM
1995-1996

This application is due May 1, 1995, at The Alabama Public Library Service, 6030 Monticello Drive, Montgomery, AL 36130

Please type or print:

1. This application is for a ______Full-time ______Part-time Grant

2. NAME IN FULL: ____

3. PRESENT ADDRESS: ____
   Street Address City State Zip

4. TELEPHONE NUMBER: __________/______________
   Area Code

5. PERMANENT ADDRESS: ____
   (If different from above) Street Address City State Zip

6. AMOUNT REQUESTED: ___________ (Full-time maximum is $6,000. Part-time maximum for the 1995-96 academic year is $2,000).

7. a. U. S. CITIZEN: ____ Yes _____ No
   b. RESIDENT OF ALABAMA: ____ Yes _____ No

8. BEGINNING DATE OF SEMESTER(S) OR QUARTER(S) IN WHICH THIS GRANT IS TO BE USED: ____

9. ALA-ACCREDITED LIBRARY SCHOOL ACCEPTED BY:
   ____

   a. Anticipated date of graduation: ____________________

   b. Credit hours already earned towards degree: __________

10. Admission test score. (Report your score on the test required by your library school.) ________GRE (or) ________MAT

11. **COLLEGES OR UNIVERSITIES ATTENDED:**

Name	City/State	Dates Attended	Degree

12. **WORK EXPERIENCE:** (List employers and positions held, with your current position listed first. Include all library experience.).

Employer	Position	Dates

13. **LIST THREE REFERENCES (INCLUDE AT LEAST ONE LIBRARIAN) WHO KNOW YOUR WORK AND/OR ABILITY:** (Give name, occupation, address, telephone number for each one).

    1. ____________________

    2. ____________________

    3. ____________________

14. Attach a statement briefly outlining your reasons for seeking a library science degree including why you wish to specialize in public librarianship.

15. **PART-TIME ONLY: NUMBER OF HOURS AND ESTIMATED EXPENSES DURING THE 1995-96 ACADEMIC YEAR:**

    ____________ Semester hours (or) ____________Quarter hours

    Tuition:__________ Books:__________ Fees:__________

I certify that the information in this application is correct.

______________________________ ____________________

Signature Date

ALABAMA PUBLIC LIBRARY SERVICE
CONFIDENTIAL EVALUATION OF APPLICANT

________________________________ **(Name of Applicant)** has applied for a graduate level library science professional training grant from the Alabama Public Library Service. Please comment on the applicant's intellectual ability, leadership potential, and judgment. Please assess the applicant's suitability for a professional career as a public librarian.

WAIVER

I hereby expressly waive my right to examine or otherwise have access to this recommendation. I understand that this recommendation will be used only in connection with my application for a professional training grant from the Alabama Public Library Service.

____
Grant Applicant's Signature

____
Date

ALABAMA PUBLIC LIBRARY SERVICE
CONFIDENTIAL EVALUATION OF APPLICANT

1. **SPECIFIC CHARACTERISTICS**:

	Excellent	Better Than Average	Average	Below Average
Initiative				
Dependability				
Efficiency				
Human Relations & Social Skills				
Cooperativeness with Supervisors/students				
Cooperativeness with Fellow workers/students				

2. **GENERAL STATEMENT**:

Address

Signature of Reference

City/State Zip code

Telephone

Printed/Typed Name

Occupation or Business

NOTE: This form must be received at APLS no later than May 1, 1995.

Please return to:

Fred D. Neighbors
Assistant Director
Alabama Public Library Service
6030 Monticello Drive
Montgomery, AL 36130

ALABAMA PUBLIC LIBRARY SERVICE

Library Development Division

Chapter 520-2-2
Rules and Regulations for Supplemental State Aid to Public Libraries

Table of Contents

520-2-2-.01 Purposes
520-2-2-.02 Definitions
520-2-2-.03 Library Establishment, Policy and Service Requirements
520-2-2-.04 Fiscal Requirements
520-2-2-.05 Audit Requirements
520-2-2-.06 State Aid Documentation Requirements
520-2-2-.07 Appeal Process

520-2-2-.01 Purposes

The purposes of state aid funds are to support and improve existing libraries and library systems and to encourage the development of new library programs and services where needed.

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.02 Definitions

(1) PUBLIC LIBRARY: A public library is a library established in accordance with the Code of Alabama for the purpose of providing free public library service to the population in its legal service area. Public libraries may or may not have BRANCHES (auxiliary service outlets with quarters separate from the central library, with no less than a basic collection of materials, a regular staffing level, and an established service schedule, but without a separate policy-making board of trustees). The following are types of public libraries:

(a) MUNICIPAL PUBLIC LIBRARY: A public library established and maintained by a city, town, or other municipality, whose policy-making board of trustees is appointed by the municipal authority.

(b) COUNTY PUBLIC LIBRARY: A public library established and maintained by a county for the use of the whole or a part of a county, whose policy-making board is appointed by the county commission.

(c) CITY-COUNTY PUBLIC LIBRARY: A public library established and maintained by joint contractual agreement or joint resolution between county and municipal governments, with a single policy-making board appointed in accordance with the agreements.

(d) DISTRICT LIBRARY: A public library serving a taxing district which has been authorized by legislative action and created by majority vote of the residents of the district, whose policy-making board is elected in accordance with the provisions of the legislative action.

(2) PUBLIC LIBRARY SYSTEM: An organization composed of PUBLIC LIBRARIES and formed for the purpose of providing library services within a framework of written contracts; a public library system may also have contracts with county commissions or municipal governments for the system to provide library services to county or municipal residents who would otherwise be unserved.

(3) SYSTEM HEADQUARTERS: A site designated through contractual agreement to serve as administrative center for a PUBLIC LIBRARY SYSTEM. A system headquarters may serve any function established by contract.

(4) LEGAL SERVICE AREA: The legal service area of a library is the population within the boundaries of the geographic area the library is established to serve. A library may contract, in writing, to provide service to population outside its legal

service area at the discretion of the library board of trustees. The following describe legal service areas of different types of libraries:

(a) The legal service area of a MUNICIPAL LIBRARY is the area within the municipality's corporate limits, regardless of county lines.

(b) The legal service area of a COUNTY LIBRARY is the area within the county boundaries.

(c) The legal service area of a CITY-COUNTY PUBLIC LIBRARY is all of the area within the corporate limits of participating municipalities and within the county.

(d) The legal service area of a PUBLIC LIBRARY SYSTEM consists of the legal service areas of the public libraries belonging to the system and any additional area(s) for which the system contracts to serve with the appropriate governing body.

(e) The legal service area of a DISTRICT LIBRARY is the area of the taxing district authorized by legislative action and approved by majority vote of the population within the district.

(5) STATE AID: Funds appropriated by the legislature as a supplement to local funds designated for the provision of library service.

(a) State aid funds are distributed quarterly by the Alabama Public Library Service on a per capita basis for the respective legal service areas and any area served contractually; population figures used are the most recently published Bureau of the Census population estimates.

(b) Where legal service areas overlap, as in the case where there is both a COUNTY LIBRARY and a MUNICIPAL LIBRARY serving the same population, state aid funds for that part of the population shall be distributed in accordance with the terms of an annually renewed written agreement between the library boards. In order for first quarter funds to be distributed on schedule, a current copy of the agreement must be on file at APLS by October 1. If no contract has been filed with APLS by the beginning of the second quarter, all state aid funds for the county population residing within the municipality will be divided equally between the COUNTY LIBRARY and the MUNICIPAL LIBRARY, with funds for first and second quarters distributed during the second quarter and with remaining funds distributed on the regular quarterly schedule.

(6) **NON-CAPITAL FUNDS:** Non-capital funds are those funds appropriated for normal/routine operations. They do not include funds specifically designated for the acquisition of and/or improvement to real property (buildings, land, etc.).

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.03 Library Establishment, Policy and Service Requirements

To qualify for state aid, public libraries (whether or not they are members of systems) and public library systems must comply with the appropriate requirements as follows:

(1) A public library and a public library system must be legally established according to the Code of Alabama 1975, 11-90-(1-4). A copy of the ordinance or resolution establishing the public library and copies of public library system contracts must be on file with the Alabama Public Library Service (APLS).

(2) In order to receive state aid, a library board must:

(a) notify APLS of official board appointments and the terms to be served within 30 days of the appointment;

(b) meet a minimum of four times a year;

(c) have written bylaws governing its functions;

(d) approve written policies for the public library which cover the following:

1. Library objectives

2. Patrons

3. Personnel, including memberships in professional organizations, attendance at professional meetings, grievance procedures, job descriptions, performance evaluations, etc.

4. Cooperation with other libraries

5. Public relations

6. Materials selection policies

7. Regular services and special services to groups, the handicapped, non-resident borrowers, shut-ins, etc.

8. Overdue fines and other fees and charges

9. Gifts and memorials

10. Physical facilities

11. Other;

(e) The public library must develop a written five-year, long range program of service which will be reviewed and updated each year. The program should include as a minimum but not limited to:

1. The community's information needs and services
2. Staff development
3. Collection development
4. Capital expansion.

(3) The public library must employ a head librarian qualified to serve the needs of the public. Library administrators should participate in APLS-sponsored in-service training programs (workshops, administrators' meetings, conferences, etc.). Directors of regional libraries must attend at least two administrators' meetings each year. Directors of member and non-member public libraries should attend at least one administrators' meeting each year.

(4) The public library must not deny service to anyone on the basis of age, race, sex or creed.

(5) A public library must be open to serve the public at least the specified number of hours per week based on the following scale:

minimum hours open:	for population served:
50	over 100,000
45	50,000-100,000
40	25,000- 49,999
30	10,000- 24,999
20	5,000- 9,999
16	under 5,000

(6) If a public library system headquarters provides direct patron services on-site (as opposed to extension services provided off-site), the system headquarters must be open the number of hours required in (5) above, based on the population of the county in which the system headquarters is physically located.

(7) Each library must strive to have a well-balanced collection of not less than one volume per capita and not less than 1.5 currently useful items per capita. The term "item" is

intended to include books, non-book materials such as recordings, films, filmstrips, prints and cassettes.

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.04 Fiscal Requirements

(1) A public library must have a current budget, and the participants of a public library system must have a cumulative total current budget, based on locally-appropriated non-capital funds, of not less than the amount of state aid for which the library or system is eligible nor less than the previous year's budget. Locally-appropriated non-capital funds may include a combination of municipal or county funds appropriated to the library or system budget and in-kind funds expended directly by local governments for public library services.

(a) If locally appropriated funds received are not sufficient to match for state aid and/or if the locally appropriated funds received are reduced from the previous year, the amount of state aid for the current fiscal year will be reduced by an amount equal to the difference between the current locally appropriated funds received and the average of the locally appropriated funds received for the previous two (2) fiscal years.

Example of the effect of a local budget reduction, assuming a population of 10,000 and $1 per capita state aid:

Local budget:	1990	$18,000	State aid:	$10,000
Local budget:	1991	$20,000	State aid:	$10,000
Local budget:	1992	$18,000	State aid:	$ 9,000*
Local budget:	1993	$18,000	State aid:	$10,000**

* (State aid is reduced by the $1,000 difference between the $19,000 average of the previous two years and the $18,000 amount budgeted for 1992).

** (State aid reverts to total eligible amount because the state aid amount is matched and there is no further local budget reduction.)

(b) A multi-county regional library can qualify for the total state aid amount for which it is eligible even if any county or municipality within the region is unable to match for its share, provided that supplementary local appropriations from other member counties or municipalities are available to match for the necessary amount of state aid. State aid funds received by a regional library by this method can only be used in the counties or municipalities providing the supplementary funds.

(c) No more than fifty percent (50%) of a library's state aid funds will be used for salaries during any fiscal year.

(d) No state aid may be used for construction, remodeling or alteration of buildings. If state aid funds are used for a non-allowable expense, such funds must be replaced with local money, or the amount must be returned to APLS.

(2) Where a public library system exists, all state aid funds for libraries or governmental units contracting to participate in the system will be forwarded to the system headquarters, providing that copies of the annually reviewed contracts are sent to APLS prior to receipt of state funding.

(3) State aid funds will be distributed directly to eligible public libraries which are not in systems.

(4) Changes in the distribution of state aid can only be made at the beginning of the APLS fiscal year and under the following conditions:

(a) A public library that wishes to change its status as a state aid recipient by either joining or withdrawing from a system must file written notification with APLS and the system headquarters by July 1 to insure provision of state aid by October 1.

(b) A public library that is not currently receiving state aid, but wishes to do so, must file written notification with APLS, and submit documentation that it meets the requirements of 520-2-2-.03 above, by August 1 in order to receive state aid by October 1.

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.05 Audit Requirements

(1) A library must have an annual external audit of state aid funds made by a licensed public accountant and must file this audit with APLS by January 2 of each year.

(2) Audits will be conducted in compliance with generally accepted auditing standards including, but not limited to, verification that prorated expenditures are allocated correctly among appropriate funds sources.

(3) The auditor should stress the "compliance" aspect of the audit and his "unqualified" opinion is an objective which the library strives for in the administration of its financial affairs.

(4) Because many libraries provide audits for users other than APLS, we suggest the auditor be instructed to include a consolidated statement of all cash receipts, disbursements and encumbrances:

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.06 State Aid Documentation Requirements

All documentation required for the receipt of state aid must be filed with APLS by the deadlines specified below or within 30 days of mailing of forms from APLS. Filing of documentation with APLS after a deadline may result in delay in receipt of state aid funds.

Required documentation	July 1	Aug.1	Oct.1	Dec.1	Jan.2
(1) Notification of change in system membership status:	X				
(2) Documentation of new eligibility to receive state aid:		X			
(3) State aid application form:			X		
(4) Projected state aid expenditure form:			X		
(5) Copies of contracts from public library systems:			X		
(6) Copies of contracts between county and municipal libraries:			X		
(7) Annual statistical report form:				X	
(8) Audit:					X

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992

520-2-2-.07 Appeal Process

(1) A public library or public library system that fails to meet any of the Rules and Regulations for State Aid may request special consideration by writing the Director of the Alabama Public Library Service.

(2) Any and all of these rules and regulations may be waived by a majority vote of the Executive Board of the Alabama Public Library Service.

Author: Eugene C.O'Donnell, APA Secretary
Statutory Authority: Code of Alabama 1975, Section 41-81-(1-8)
History: Adopted October 1, 1982
Adopted March 12, 1992
Effective October 1, 1992